

MEETING:	GERMANTOWN COMMUNITY LIBRARY BOARD
DATE AND TIME:	Wednesday, May 24, 2023 6:00 PM
LOCATION:	Germantown Community Library N112W16957 Mequon Road

AGENDA

- I. **CALL TO ORDER:** *This meeting has been given public notice in accordance with Section 19.83 and 19.84, Wis. Stats, in such form that will apprise the general public and news media of subject matter that is intended for consideration and action.*
- II. **ROLL CALL:**
- III. **APPROVAL OF AGENDA:**
- IV. **APPROVAL OF MINUTES:**
 - A. April 26, 2023
- V. **CITIZEN INPUT:** *Please be advised per State Statute Section 19.84(2), information will be received from the public. It is the policy of this municipality that there will be a three-minute time period, per person, with time extension per the Chief Presiding Officer's discretion: be further advised that there may be limited discussion on the information received, however, no action will be taken under public comments.*
- VI. **FINANCIAL MATTERS:**
 - A. Treasurer's Report
 - B. Accounts Payable
 - C. Budget Reports
- VII. **REPORTS:**
 - A. Correspondence
 - B. Village Reports
 - C. County Reports
 - D. System Reports
 - E. President's Report
 - F. Director's Report
- VIII. **UNFINISHED BUSINESS:**
 - A. Director 2023 Performance Goals
 - B. Collection and Program Management Policy
- IX. **NEW BUSINESS:**
 - A. Village of Germantown 2023 Pay Rate Chart
- X. **ADJOURNMENT:**

LIBRARY BOARD AGENDA

May 24, 2023

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The next regular meeting of the Germantown Community Library Board will be on Wednesday, June 28, 2023 at 6:00 p.m.

UPON REASONABLE NOTICE, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, please contact the Assistant Director at (262) 253-7760, ext. 2002 or clloyd@germantownlibrarywi.org at least 48 hours prior to the meeting.

GERMANTOWN COMMUNITY LIBRARY BOARD

REGULAR MEETING

April 26, 2023

Germantown Community Library

The regular meeting of the Germantown Community Library Board was called to order by President Joyce Nelson at 6:00 p.m. on Wednesday, April 26, 2023. **Members present:** Joyce Nelson, Darlene Vosen, Christa Potratz (online), Charlene Brady, Joletta Kerpan (online), Jan Miller, Jacob Misiak (online), Assistant Library Director Connie Lloyd. **Members absent:** Library Director Trisha Smith (exc.) **Also present:** None. Proper notification of the meeting had been given.

MOTION (Vosen, Brady): Motion to approve agenda as printed.

MOTION (Miller, Vosen): Amend the agenda to defer agenda item "VIII. B. Director 2023 Performance Goals" until the May meeting when the Director is present. Motion carried (7-0).

MOTION (Miller, Nelson): Approve the minutes of the March 22, 2023, meeting as printed. Motion carried (7-0).

PUBLIC INPUT: None.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of April 25, 2023:

Board Checking Account - \$2,663.42

Board Savings Account - \$5,069.28

GCL Building Account - \$18,424.54

[Penny Jug - \$2,180.30] [RAO Account - \$2,752.45] [Furniture & equipment - \$2,890.00]

[Expansion - \$10,309.69] [Patio Expansion - \$292.10]

Building Fund CD Acct #1- \$16,792.60 (\$15,000 designated for library Furniture & Equipment) has one interest bump available

Building Fund CD Acct #2- \$15,000.00 (\$15,000 designated for library Furniture & Equipment, interest of \$1,602.46 removed and added to GCL Building Account/Expansion)

Building Fund CD Acct #3- \$15,000.00 (\$15,000 designated for library Furniture & Equipment)

Building Fund CD Acct #4- \$15,000.00 (\$15,000 designated for library Furniture & Equipment, interest of \$1,302.34 removed and added to GCL Building Account/Expansion)

Building Fund CD Acct #5- \$10,075.44

Vosen reported that she applied the recommended one time interest rate bump to CD Account #5 at 3.21/3.25% on 4/4/23. Per the Board recommendation she also was able to renew CD #2 and CD #4 that carried a 0.60% rate to a current rate of 4.52/4.60%. It did require actually closing each CD and reopening them with the new rate. The new CDs were opened with the initial base of \$15,000 and the interest earned less the early closing penalties were added to the Expansion category of the Building Account. For CD #2 the net interest added was \$1,602.46 (penalty was \$48.73) and for CD #4 the net interest added was \$1,302.34 (penalty was \$47.99). Vosen mentioned the additions to the Building Account create a balance over \$10,000 which was the base wanted to create another CD. The Board recommended Vosen move \$10,000 from the Building Account to a new CD #6 for 15 months. The current rate is 4.65% and Vosen will work with the bank to get the best rate.

MOTION (Nelson, Miller): Accept the Treasurer's Report as printed. Motion carried (7-0). Submitted report is attached.

ACCOUNTS PAYABLE. MOTION (Vosen, Brady): Approve the schedule of operating vouchers and credit card transactions for March 2023 and forward them to Village Hall for payment. ROLL CALL VOTE: Trustee Vosen, aye; Trustee Potratz, aye; Trustee Brady, aye; Trustee Kerpan, aye; Trustee Miller, aye; Trustee Misiak, aye; President Nelson, aye. Motion carried (7-0).

BUDGET PRINTOUT. The April Revenue & Expense Reports were reviewed. Nelson mentioned it appears the 2022 Board stipend payment was recorded for 2023 for account 10-551-510-1810 instead 2022. Lloyd will review that with Smith to verify if that is on her list of corrections needed. There was confusion with the Revenue and Expense Reports that included non-library line items. Lloyd will discuss with Village Hall to resume to the previous format. Miller questioned why the balances of the Library Board Accounts were not current. It was explained that due to the timing of report generations the amounts will reflect the balances reported on the previous months Treasurer's Report. However, Lloyd will review with the current Village Hall staff to ensure those will continue to be updated monthly understanding the month delay. Miller raised concern that the balances of the investment accounts do not appear to reflect interest earned. Lloyd reviewed the response received last year from Village Hall regarding the reporting processes. The Board asked Lloyd to review this with the current Village Hall staff realizing that procedures are changing with the implementation of the Tyler Munis Financial System. Lloyd will report back in May. Lloyd indicated that Smith continues to monitor the needed changes of the account expenses and balances between 2022 and 2023 recorded expenses.

REPORTS

CORRESPONDENCE. Nelson. Thank you letters were sent to the Eastern WI Machine Knitters for the donation of \$100 and to Dr. Chen's Acupuncture Clinic for \$70.

VILLAGE. Miller. The Village Board met on April 17. Miller was reappointed to the Library Board and was also appointed to the Village General Government & Finance Committee. Recordings of meetings are now available on the Village YouTube Channel. The General Government & Finance Committee met on April 17 and approved the organizational structure of the Clerk and Finance Departments.

COUNTY. Lloyd per Smith Director Report. Washington County Library Directors met with the Monarch Library System Director to discuss communication and the new payment and reporting procedures due to recent contract changes. Washington County Libraries 2022 Annual Report Graphic was released. Smith presented the Germantown Community Library 2022 Annual Report and 2023-2027 Strategic Plan to the Village of Jackson Board Meeting on April 11.

SYSTEM. Nelson and Lloyd for Smith. The Monarch Library System Directors met in Germantown on April 13, 2023. Topics included delaying the Polaris Upgrade to Version 7.3 to May 21. Amy Kondro has been hired as an IT Specialist. The new Monarch website is available at <https://monarchlibraries.org>.

PRESIDENT'S. Nelson and Lloyd. Options for new library benches in memory of Director Roberta Olson were discussed. It was agreed to move forward with non-wood, non-metal benches with a back. Final considerations of commercial grade recycled plastic or composite materials in the budget range of \$1,000 per bench will be presented at the May meeting.

DIRECTOR'S. Lloyd per Smith's Director Report. Smith was not present at the meeting due to attending the Wisconsin Library Association Leadership Development Institute Program Initial Training session and the WAPL Conference, both held in Oshkosh. March physical circulation increased 9.1% over March 2022 and increased 10.0% YTD. Combined physical and digital circulation increased 8.8% over March 2022 and increased 10.4% YTD. Last month there were 750 checkouts from Outreach activities. Wisconsin Department of Public Instruction is launching United for Libraries suite of training for library board trustees. Results of the Wisconsin Public Library Facilities Assessment Project through FEH were submitted and shared regarding

public library buildings in Wisconsin. The Friends of the Library met April 24 and approved sponsorship of the following 2023 initiatives: Adult Programming (\$1,050), Youth Programming (\$3,550), Library of Things materials (\$2,000), Adventure Passes (\$1,000), Library of Things, Jr. materials (\$1,000), Children's Books with Audio (\$1,000) and the Patio Expansion (\$5,000). Smith received the following donations: Kiwanis of Germantown (\$1,000) for Patio Expansion Project and from Stantec Consulting (\$1,000) for the Patio Expansion Project. Smith also received the following checks: Monarch Library System (\$1,563.81) for Ozaukee/Sheboygan County 2021 ACT 420 Reimbursement, and Washington County (\$3,567.31) for Hoopla funding for January-March 2023. Smith also was awarded the following Grants: SEWI CE Grant (\$2,000) to attend the 2023 ALA Conference in Chicago, SEWI CE Grant (\$625) to attend the 2023 WAPL Conference in Oshkosh and an SEWI CE Grant (\$475) to attend the WLA Leadership Development Institute in Oshkosh. The summer reading challenge for all ages will run June 5 – August 5 has been prepared. Smith provided copies of five recent news articles highlighting programming events, continuing education, and new items offered at the library. Department Head reports were also provided and list many highlights. The library will be closed on May 10 for all staff training. The majority of staff that work over 24 hours/week have gone through the Rounding interview process. Work has continued on the Condenser Project. The Germantown High School rain barrel display ended April 20.

UNFINISHED BUSINESS

CHILDREN'S PATIO PROJECT – Smith provided an update on the status of the Children's Patio Project. Approximately \$7,000 has been raised for the project to date from Leadership Germantown, Friends of the Library, Germantown Kiwanis, the future Blazer Dash, and other miscellaneous donations. A community-wide campaign will begin in the summer of 2023.

DIRECTOR 2023 PERFORMANCE GOALS – Deferred to May meeting.

NEW BUSINESS

COMPUTER/INTERNET USE POLICY – Lloyd presented an updated Computer/Internet Use Policy with minor changes to better reflect the intent of the current policy. It was recommended the policy be approved with highlighted changes.

MOTION (Vosen, Brady): Approve the recommended changes to the Computer/Internet Use Policy as printed. Motion carried (7-0).

COLLECTION MANAGEMENT POLICY – Lloyd presented a replacement to the Material Selection Policy. The current library collection managers and Director drafted a replacement policy and a Materials Challenge Process and Form. Content input was requested at the meeting. A final draft will be presented at the May meeting for approval.

ANNOUNCEMENTS

The next regular meeting of the Library Board will be Wednesday, May 24, at 6:00 p.m. at the Germantown Community Library.

Meeting adjourned at 7:30 p.m.
Respectfully submitted,

Connie Lloyd
Assistant Library Director
Germantown Community Library

Germantown Community Library Board
Financial Report April 25, 2023
By Darlene Vosen

Bank Five Nine GCL Board Checking Account

Balance 3/20/23 per online statement	\$2,663.42
No activity	
Balance 4/25/23 per on-line statement	\$2,663.42

Bank Five Nine GCL Board Savings Account

Balance 3/20/23 per on-line statement	\$5,068.85
Interest March	+\$.43
Balance 4/25/23 per on-line statement	\$5,069.28

Bank Five Nine GCL Building Account (*included in, but accounted for separately)

Balance 3/20/23 per on-line statement	\$15,417.93
Interest March	+\$1.81
Deposit Interest CD#2 (for expansion)	+\$1,602.46
Deposit Interest CD#4 (for expansion)	+\$1,302.34
Deposit Machine Knitters 4/24	+\$100.00
Balance 4/25/23 per on-line statement	\$18,424.54

***Penny Jug Fund/Art Work (Penny Jug Deposit 11/1/2022 +\$102.95) = \$2,180.30 (total)**

***RAO Account (technology/from Guaranty 7/27/18) = \$2,752.45 (total)**

***Furniture & equipment = \$2,890.00 (total)**

***Expansion = \$7,303.08 + (CD#2 Interest) \$1,602.46 + (CD#4 Interest) \$1,302.34 + \$100 + \$1.81 = \$10,309.69**

***Patio Expansion = \$292.10 (total)**

Bank Five Nine Building Fund CD Account

CD #1 (5708) Balance 1/5/23 per bank statement	\$16,792.60
3.65/3.70% Interest 13 months (w/1 bump) (mature 2/5/24)	
CD #2 (7285/4025) Balance 4/4/23 per bank statement	\$15,000.00
4.52/.4.60% Interest 8 months (mature 12/4/23)	
Interest earned \$183.06/total interest moved to Bldg. Acct. (\$1,602.46)	
CD #3 (5608) Balance 3/7/23 per bank statement	\$15,000.00
3.94/4% Interest 8 months (mature 11/6/23)	
CD #4 (1404/3991) Balance 4/4/23 per bank statement	\$15,000.00
4.57/4.65% Interest 15 months (mature 7/4/24)	
Interest earned \$132.41/total interest moved to Bldg. Acct. (\$1,302.34)	
CD #5 (8801) Balance 10/31/22 per bank statement	\$10,075.44
3.21/3.25% Interest 13 months (bump used 4/4/23) (mature 11/30/23)	
Furniture & Equipment = \$70,000.00	Expansion = \$1,868.04

2022 GCLB Checking Account:

--GCL Usborne Book Sale SRP Funds (in GCLB check acct): \$130.91 + \$640.00 (2021 Usborne) = \$770.91 + \$460.80 (2022 Usborne profits) = **\$1,231.71 + \$613.30 (Eventbrite Cks.) = \$1,845.01 (left)**

--Early Literacy Fund: (in GCLB check account) \$113.04 + \$293.92 (Chamber/xmas) = \$406.96 - \$102.88 (Ck 1557) = \$304.08- (Cks. 1561, 1562, & 1563) = \$1.83 + \$83.42 (5/2) = **\$85.25 + \$383.51 (Becker,1st Cit.,Café Zupas) = \$ 468.76 (left)**

--2020/21/22 Funds for Books &/or Materials (in GCLB checking account)

***Glunz Donation (10/03/22): \$1,000 – \$9.50(plaque cost) = \$990.50 – \$ 974.52 (Ck#1584, #1585, #1586, #1587) = \$15.98 (left)**

***Cash anonymous donation (10/03/22): \$50.00**

TOTAL= \$65.98* (left to spend for 2023)

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VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 5 PERIODS ENDING MAY 31, 2023

PAGE: 2
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FUND: GENERAL FUND

ACCOUNT NUMBER	DESCRIPTION	MAY BUDGET	MAY ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
INTERGOVERNMENTAL REVENUES							
REVENUES							
INTERGOVERNMENTAL REVENUES							
10-430-431-5540	STATE AID-SENIOR TRANSPORTATN	0.00	0.00	0.0	0.00	0.00	0.0
10-430-431-5900	STATE AID-MISCELLANEOUS	500.00	0.00	100.0	500.00	0.00	100.0
10-430-431-7210	COUNTY LIBRARY REVENUE	320,000.00	0.00	100.0	320,000.00	140,620.23	(56.0)
10-430-431-7214	COUNTY GRANTS	0.00	0.00	0.0	0.00	0.00	0.0
10-430-431-7215	COUNTY GRANT - AGING & DISABIL	6,000.00	0.00	100.0	6,000.00	4,121.54	(31.3)
10-430-431-7220	MID-WI FED LIB SYS-CONT ED GNT	0.00	0.00	0.0	0.00	0.00	0.0
10-430-431-7242	LOCAL ROAD IMPROVEMENT PROGRAM	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL INTERGOVERNMENTAL REVENUES		2,935,023.00	0.00	100.0	2,935,023.00	448,737.16	(84.7)
TOTAL REVENUES: INTERGOVERNMENTAL REVENUES		2,935,023.00	0.00	100.0	2,935,023.00	448,737.16	(84.7)
LICENSES, PERMITS & FEES							
REVENUES							
LICENSES							
10-440-441-1100	LIQUOR & MALT BEVERAGE	22,200.00	10,670.00	(51.9)	22,200.00	11,730.00	(47.1)
10-440-441-1200	OPERATORS	10,500.00	3,373.00	(67.8)	10,500.00	4,466.00	(57.4)
10-440-441-1400	ELECTRICAL CONTRACTORS	0.00	0.00	0.0	0.00	0.00	0.0
10-440-441-1600	CIGARETTE	1,700.00	0.00	100.0	1,700.00	100.00	(94.1)
10-440-441-1700	VENDING MACHINE	4,000.00	365.00	(90.8)	4,000.00	365.00	(90.8)
10-440-441-2100	MOBILE HOME PARK	700.00	0.00	100.0	700.00	0.00	100.0
10-440-441-2200	BICYCLE	50.00	0.00	100.0	50.00	0.00	100.0
10-440-441-2300	PET LICENSE	6,272.00	93.00	(98.5)	6,272.00	2,727.00	(56.5)
10-440-441-2400	FARMERS MARKET PERMIT	850.00	50.00	(94.1)	850.00	800.00	(5.8)
10-440-441-2900	OTHER LICENSES	3,000.00	2,450.00	(18.3)	3,000.00	16,446.87	448.2
TOTAL LICENSES		49,272.00	17,001.00	(65.5)	49,272.00	36,634.87	(25.6)
BUILDING INSPECTION FEES							
10-440-443-3100	BUILDING PERMITS	454,100.00	249,278.10	(45.1)	454,100.00	321,812.57	(29.1)
10-440-443-3200	ELECTRICAL PERMITS	73,200.00	2,238.25	(96.9)	73,200.00	31,301.50	(57.2)
10-440-443-3300	PLUMBING PERMITS	55,875.00	7,276.50	(86.9)	55,875.00	19,582.49	(64.9)
10-440-443-3400	SPRINKLER SYSTEM INSPECTIONS	9,000.00	0.00	100.0	9,000.00	1,875.00	(79.1)
10-440-443-3500	EROSION CONTROL FEES	28,175.00	5,180.00	(81.6)	28,175.00	13,260.00	(52.9)
10-440-443-3550	COMMERCIAL PLAN REVIEW FEE	72,875.00	525.00	(99.2)	72,875.00	28,165.00	(61.3)
10-440-443-3600	SEALER OF WEIGHTS & MEASURES	5,550.00	803.00	(85.5)	5,550.00	5,079.12	(8.4)
10-440-443-3610	TECHNOLOGY MAINTENANCE FEE	5,050.00	480.00	(90.5)	5,050.00	2,469.00	(51.1)
10-440-443-3700	APPRAISAL-INSPECTION FEE	15,000.00	1,220.00	(91.8)	15,000.00	4,484.00	(70.1)
TOTAL BUILDING INSPECTION FEES		718,825.00	267,000.85	(62.8)	718,825.00	428,028.68	(40.4)
OTHER REGULATORY PERMITS/FEES							

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VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 5 PERIODS ENDING MAY 31, 2023

PAGE: 4
F-YR: 23

FUND: GENERAL FUND

ACCOUNT NUMBER	DESCRIPTION	MAY BUDGET	MAY ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
PUBLIC CHARGES FOR SERVICES							
REVENUES							
PUBLIC SAFETY							
10-460-462-2110	POLICE-INVESTIGATION FEES	1,800.00	484.00	(73.1)	1,800.00	652.00	(63.7)
10-460-462-2120	ATT/ T-MBL TOWER RENTAL POLICE	63,500.00	0.00	100.0	63,500.00	12,461.12	(80.3)
10-460-462-2220	AMBULANCE FEES	620,000.00	2,193.15	(99.6)	620,000.00	162,100.13	(73.8)
10-460-462-2221	OTHER FIRE DEPARTMENT REVENUES	13,000.00	440.12	(96.6)	13,000.00	9,425.60	(27.5)
10-460-462-2250	FUEL TANK INSPECTION FEES	0.00	0.00	0.0	0.00	0.00	0.0
10-460-462-2260	SURVIVE ALIVE HOUSE EDUCATION	400.00	0.00	100.0	400.00	0.00	100.0
10-460-462-2266	SURVIVE ALIVE RENTAL INCOME	12,000.00	0.00	100.0	12,000.00	0.00	100.0
TOTAL PUBLIC SAFETY		710,700.00	3,117.27	(99.5)	710,700.00	184,638.85	(74.0)
PUBLIC WORKS							
10-460-463-3100	ENGINEERING FEES	55,000.00	500.00	(99.0)	55,000.00	18,007.00	(67.2)
10-460-463-3210	HIGHWAY DEPARTMENT	19,703.00	23,258.63	18.0	19,703.00	54,266.03	175.4
10-460-463-3220	SNOW & ICE CONTROL	4,000.00	0.00	100.0	4,000.00	3,816.08	(4.6)
10-460-463-3230	ROAD CUTS	3,500.00	0.00	100.0	3,500.00	0.00	100.0
10-460-463-3250	DRIVEWAY FEE	3,350.00	150.00	(95.5)	3,350.00	600.00	(82.0)
10-460-463-3260	FINAL YARD GRADE ADJ FEE	200.00	0.00	100.0	200.00	0.00	100.0
10-460-463-6440	WEED CONTROL	1,750.00	0.00	100.0	1,750.00	0.00	100.0
10-460-463-8440	RECYCLE CENTER USE FEE	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL PUBLIC WORKS		87,503.00	23,908.63	(72.6)	87,503.00	76,689.11	(12.3)
CULTURE, EDUCATION, RECREATION							
10-460-467-7110	LIBRARY FINES & FEES	10,000.00	96.12	(99.0)	10,000.00	2,469.85	(75.3)
10-460-467-7120	LIBRARY SYSTEM REVENUE	0.00	0.00	0.0	0.00	0.00	0.0
10-460-467-7210	PARK SHELTER & FIELD RENTAL	45,000.00	2,400.00	(94.6)	45,000.00	12,355.00	(72.5)
10-460-467-7212	PARK LAND FEES	300.00	0.00	100.0	300.00	0.00	100.0
10-460-467-7310	RECREATION FEES	1,115,000.00	21,123.92	(98.1)	1,115,000.00	168,682.84	(84.8)
10-460-467-7315	WPRA TICKET SALES	0.00	0.00	0.0	0.00	0.00	0.0
10-460-467-7317	ADVERTISING-REC DEPT BROCHURE	1,000.00	0.00	100.0	1,000.00	1,400.00	40.0
10-460-467-7318	RECREATION FACILITY USE FEE	75,000.00	1,207.65	(98.3)	75,000.00	13,702.58	(81.7)
10-460-467-7320	SENIOR CENTER FEES	9,000.00	307.00	(96.5)	9,000.00	3,759.56	(58.2)
10-460-467-7330	SENIOR CENTER RENTAL FEES	9,000.00	36.00	(99.6)	9,000.00	3,849.00	(57.2)
10-460-467-7340	CREDIT CARD	20,000.00	0.00	100.0	20,000.00	0.00	100.0
10-460-467-7350	SENIOR CENTER TRIP FEE	15,000.00	227.00	(98.4)	15,000.00	6,303.00	(57.9)
TOTAL CULTURE, EDUCATION, RECREATION		1,299,300.00	25,397.69	(98.0)	1,299,300.00	212,521.83	(83.6)
TOTAL REVENUES: PUBLIC CHARGES FOR SERVICES		2,169,503.00	54,173.59	(97.5)	2,169,503.00	489,933.55	(77.4)

MISCELLANEOUS REVENUES
REVENUES

DATE: 05/18/2023
TIME: 11:25:03
ID: GL470001.WOW

VILLAGE OF GERMANTOWN
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
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FUND: GENERAL FUND

ACCOUNT NUMBER	DESCRIPTION	MAY BUDGET	MAY ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
LIBRARY							
EXPENSES							
SALARIES & WAGES							
10-551-510-1100	SALARIES-FULL TIME	215,675.00	16,921.60	92.1	215,675.00	92,820.42	56.9
10-551-510-1150	SALARIES COUNTY	0.00	0.00	0.0	0.00	0.00	0.0
10-551-510-1800	SALARIES-PART TIME	338,920.00	29,587.28	91.2	338,920.00	147,596.33	56.4
10-551-510-1810	SALARIES-LIBRARY BOARD	1,200.00	0.00	100.0	1,200.00	0.00	100.0
TOTAL SALARIES & WAGES		555,795.00	46,508.88	91.6	555,795.00	240,416.75	56.7
FRINGE BENEFITS							
10-551-520-2100	SOCIAL SECURITY	41,296.00	3,415.31	91.7	41,296.00	17,755.90	57.0
10-551-520-2110	SOCIAL SECURITY-COUNTY	0.00	0.00	0.0	0.00	0.00	0.0
10-551-520-2200	STATE RETIREMENT	26,970.00	2,733.54	89.8	26,970.00	14,436.52	46.4
10-551-520-2210	STATE RETIREMENT-COUNTY	0.00	0.00	0.0	0.00	0.00	0.0
10-551-520-2300	HEALTH INSURANCE	69,073.00	0.00	100.0	69,073.00	31,517.76	54.3
10-551-520-2400	DENTAL INSURANCE	2,895.00	0.00	100.0	2,895.00	1,765.00	39.0
10-551-520-2500	LIFE INSURANCE	1,241.00	112.63	90.9	1,241.00	563.15	54.6
10-551-520-2510	LIFE INSURANCE-COUNTY SYSTEM	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL FRINGE BENEFITS		141,475.00	6,261.48	95.5	141,475.00	66,038.33	53.3
OPERATING SUPPLIES & EXPENSES							
10-551-530-3100	GENERAL SUPPLIES & EXPENSES	10,000.00	0.00	100.0	10,000.00	4,370.47	56.3
10-551-530-3110	SUPPLIES & EXP-STORYTIME PROG	0.00	0.00	0.0	0.00	0.00	0.0
10-551-530-3120	MARKETING	10,000.00	0.00	100.0	10,000.00	2,611.24	73.8
10-551-530-3150	GENERAL SUPPLIES & EXP-COUNTY	0.00	0.00	0.0	0.00	0.00	0.0
10-551-530-3200	OFFICE SUPPLIES	5,000.00	0.00	100.0	5,000.00	1,192.10	76.1
10-551-530-3400	POSTAGE	2,000.00	0.00	100.0	2,000.00	606.58	69.6
10-551-530-3410	POSTAGE-COUNTY	0.00	0.00	0.0	0.00	0.00	0.0
10-551-530-3600	BOOKS	62,000.00	0.00	100.0	62,000.00	17,190.87	72.2
10-551-530-3610	BOOKS-COUNTY	0.00	0.00	0.0	0.00	0.00	0.0
10-551-530-3620	BOOK PROCESSING	10,000.00	0.00	100.0	10,000.00	5,661.43	43.3
10-551-530-3625	BOOK PROCESSING-COUNTY	0.00	0.00	0.0	0.00	0.00	0.0
10-551-530-3630	PERIODICALS	8,000.00	0.00	100.0	8,000.00	1,190.47	85.1
10-551-530-3635	PERIODICALS-COUNTY	0.00	0.00	0.0	0.00	0.00	0.0
10-551-530-3640	AUDIO VISUAL	22,000.00	0.00	100.0	22,000.00	3,940.08	82.0
10-551-530-3645	AUDIO VISUAL-COUNTY	0.00	0.00	0.0	0.00	0.00	0.0
10-551-530-3660	COMPUTER SERVICE	40,000.00	0.00	100.0	40,000.00	8,136.91	79.6
10-551-530-3665	COMPUTER SERVICE - COUNTY	0.00	0.00	0.0	0.00	0.00	0.0
10-551-530-3810	DONATIONS - EXPENSE	0.00	0.00	0.0	0.00	0.00	0.0
10-551-530-3820	PROGRAM SUPPLIES & EXPENSE	24,000.00	0.00	100.0	24,000.00	5,450.40	77.2
10-551-530-3821	PROGRAM SUPPLIES & EXP-COUNTY	0.00	0.00	0.0	0.00	0.00	0.0
10-551-530-3900	LIBRARY BOARD-OTHER EXPENSES	0.00	0.00	0.0	0.00	0.00	0.0
10-551-530-3950	OTHER SUPPLIES-CO.	0.00	0.00	0.0	0.00	0.00	0.0

		FUND: GENERAL FUND					
ACCOUNT				%	FISCAL	FISCAL	%
NUMBER	DESCRIPTION	MAY	MAY	VARI-	YEAR	YEAR-TO-DATE	VARI-
		BUDGET	ACTUAL	ANCE	BUDGET	ACTUAL	ANCE

LIBRARY							
EXPENSES							
OPERATING SUPPLIES & EXPENSES							
10-551-530-5400	SYSTEM AUTOMATION	23,000.00	0.00	100.0	23,000.00	0.00	100.0
10-551-530-5410	SYSTEM AUTOMATION-COUTY	0.00	0.00	0.0	0.00	0.00	0.0
10-551-530-7100	UTILITIES	68,000.00	0.00	100.0	68,000.00	19,804.18	70.8
10-551-530-7200	TELEPHONE	4,000.00	0.00	100.0	4,000.00	81.89	97.9
10-551-530-7250	OUTREACH - COUNTY SYSTEM	4,000.00	0.00	100.0	4,000.00	457.05	88.5
10-551-530-7300	INSURANCE & BONDS	5,993.00	0.00	100.0	5,993.00	4,072.67	32.0
10-551-530-7700	TRAINING & SEMINARS	5,000.00	0.00	100.0	5,000.00	907.00	81.8
10-551-530-7710	TRAINING - COUNTY	0.00	0.00	0.0	0.00	0.00	0.0
10-551-530-7800	TRAVEL	1,000.00	0.00	100.0	1,000.00	330.78	66.9

TOTAL OPERATING SUPPLIES & EXPENSES		303,993.00	0.00	100.0	303,993.00	76,004.12	75.0
CAPITAL OUTLAY							
10-551-570-8100	MISCELLANEOUS EQUIPMENT - CTY	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL CAPITAL OUTLAY		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL EXPENSES: LIBRARY		1,001,263.00	52,770.36	94.7	1,001,263.00	382,459.20	61.8

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VILLAGE OF GERMANTOWN
ACCOUNT ACTIVITY DETAIL
ACCOUNT NUMBER: 234404495300

PAGE: 1
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PERIOD	JOURNAL #	ITEM #	TRANSACTION DESCRIPTION	DEBIT
01			BEGINNING BALANCE	
02	CR-C230214	039	B00038	\$281.00
02	CR-C230216	035	B00040	\$281.00
02	CR-C230216	036	B00069	\$281.00
02	CR-C230224	047	HRVST RDGE B00048	\$281.00
03	CR-C230315	052	B00055	\$281.00
04	CR-C230412	034	TIM OBRIEN B00072	\$281.00
04	CR-C230412	035	TIM OBRIEN B00073	\$281.00
04	CR-C230414	045	TIM PAGEL B00091	\$281.00
04	CR-C230420	059	VICTORY CO B00089	\$281.00
04	CR-C230420	060	HOME PATH B00092	\$281.00
05	CR-C230504	092	HOME PATH B00103	\$281.00

TOTAL DR/CR				\$3,091.00
ACCOUNT BALANCE				\$3,091.00

DATE: 05/18/2023
TIME: 11:27:58
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VILLAGE OF GERMANTOWN
GENERAL LEDGER TRIAL BALANCE

PAGE: 1
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FUND: CAPITAL PROJECTS FUND
DEPT: ASSETS
ACTIVITY THRU FISCAL PERIOD 05

ACCOUNT #	DESCRIPTION	TYPE	DR/ CR	BALANCE 01/01/23	NET DEBITS	NET CREDITS	BALANCE 05/31/23	COMMENTS
40-100-110-3000	TEMP INVEST - POOL	A	D	220,073.17	2,436.03	0.00	222,509.20	
40-100-110-3030	TEMP INVEST-LIBRARY	A	D	5,780.62	0.00	0.00	5,780.62	
40-100-110-3160	TEMP INVEST - TD AMERITRADE	A	D	372,461.16	0.00	0.00	372,461.16	
40-100-110-3161	TEMP INVEST-LIBRARY AMERITRADE	A	D	836,769.80	0.00	0.00	836,769.80	
40-100-110-3162	TEMP INVEST-ELM LN-AMERITRADE	A	D	81,437.50	0.00	0.00	81,437.50	
40-100-110-3163	TEMP INV-GLDNDL/FRSTD INTR SCT	A	D	100,000.00	0.00	0.00	100,000.00	
40-100-110-3164	TEMP INVST - TD 2021 PROCEEDS	A	D	1,831,487.53	0.00	0.00	1,831,487.53	
40-100-110-3176	2022A BOND PROCEEDS	A	D	2,973,182.31	0.00	0.00	2,973,182.31	
40-100-110-3179	2022D NAN PROCEEDS	A	D	4,464,282.25	0.00	0.00	4,464,282.25	
40-100-110-3180	2022E BOND PROCEEDS	A	D	43,914,353.00	0.00	0.00	43,914,353.00	
40-100-120-1000	TAXES RECEIVABLE-CURRENT	A	D	0.00	0.00	0.00	0.00	
40-100-120-2000	SPECIAL ASSESSMENT RECEIVABLE	A	D	0.00	0.00	0.00	0.00	
40-100-120-9000	CONTRACT RECEIVABLE - ASSET	A	D	0.00	0.00	0.00	0.00	
40-100-120-9001	RECEIVABLE- HISTORICAL SOCIET	A	D	50,923.00	0.00	0.00	50,923.00	
40-100-130-1000	ACCOUNTS RECEIVABLE-CURRENT	A	D	0.00	0.00	0.00	0.00	
40-100-130-3100	INTEREST RECEIVABLE-INTEREST	A	D	1,016.26	0.00	0.00	1,016.26	
40-100-130-3103	INT RCVBL - LIBRARY AMERITRAD	A	D	-2,249.43	0.00	0.00	-2,249.43	
40-100-130-9000	OTHER ACCOUNTS RECEIVABLE	A	D	-0.05	0.00	0.00	-0.05	
40-100-150-1000	DUE FROM/TO GENERAL FUND	I	D	-4,264,227.96	80,857.00	5,329,010.72	-9,512,381.68	
40-100-150-3000	DUE TO/FROM DEBT SERVICE FD	I	C	-492,449.00	0.00	0.00	-492,449.00	
40-100-150-4700	DUE TO/FROM TIF 7	I	C	-700,000.00	0.00	0.00	-700,000.00	
40-100-150-4900	DUE TO/FROM TIF 9	I	C	-1,720,000.00	0.00	0.00	-1,720,000.00	
40-100-150-5000	DUE TO/FROM WATER UTILITY	I	C	-4,480,000.00	0.00	0.00	-4,480,000.00	
40-100-150-6000	DUE TO/FROM SEWER UTILITY	I	C	-4,850,000.00	0.00	0.00	-4,850,000.00	
40-100-150-8000	DUE FROM TAX AGENCY FUND	I	D	0.00	0.00	0.00	0.00	
40-100-160-2000	PREPAID EXPENSE	A	D	0.00	0.00	0.00	0.00	
TOTALS FOR CAPITAL PROJECTS FUND				38,342,840.16	83,293.03	5,329,010.72	33,097,122.47	

DATE: 05/18/2023
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VILLAGE OF GERMANTOWN
DETAILED BALANCE SHEET

PAGE: 1
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FUND: LIBRARY TRUST FUNDS
FOR 5 PERIODS ENDING MAY 31, 2023

ACCOUNT #	DESCRIPTION	BALANCE 01/01/23	NET DEBITS	NET CREDITS	BALANCE 05/31/23

ASSETS					
CASH AND INVESTMENTS					
83-100-110-3000	ASSOC - LIBRARY NONPROFIT	0.00	0.00	0.00	0.00
83-100-110-3200	ASSOC LIBRARY BOARD ACCOUNT	0.00	0.00	0.00	0.00
83-100-110-3300	GUARANTY BANK - GCL BLD FUND	0.00	0.00	0.00	0.00
83-100-110-3310	BANK FINE NINE BUILDING ACCT	7,822.73	0.00	0.00	7,822.73
83-100-110-3401	BANK FIVE NINE SAVINGS	5,066.93	0.00	0.00	5,066.93
83-100-110-3410	CD1-BANK FIVE NINE LIBRARY BRD	16,666.87	0.00	0.00	16,666.87
83-100-110-3420	CD2-BANK FIVE NINE LIBRARY BRD	16,468.13	0.00	0.00	16,468.13
83-100-110-3430	CD3-BANK FIVE NINE LIBRARY BRD	16,436.15	0.00	0.00	16,436.15
83-100-110-3440	CD4-BANK FIVE NINE LIBRARY BRD	16,217.92	0.00	0.00	16,217.92
83-100-110-3450	CD5-BANK FIVE NINE LIBRARY BRD	10,075.44	0.00	0.00	10,075.44
83-100-110-3500	GUARANTY BANK - RAO ACCOUNT	0.00	0.00	0.00	0.00
83-100-110-3600	GUARANTY BANK - BOARD CKG ACCT	0.00	0.00	0.00	0.00
83-100-110-3610	GEORGE HAMPEL MEMORIAL FUND	0.00	0.00	0.00	0.00
83-100-110-3620	BANK FIVE NINE - LIB BRD CKING	3,886.68	0.00	0.00	3,886.68
83-100-110-3650	EMMA DHEIN MEM FUND	0.00	0.00	0.00	0.00

TOTAL CASH AND INVESTMENTS		92,640.85	0.00	0.00	92,640.85
DUE FROM/DUE TO OTHER FUNDS					
83-100-150-1000	DUE FROM/TO GENERAL FUND	0.00	0.00	0.00	0.00

TOTAL DUE FROM/DUE TO OTHER FUNDS		0.00	0.00	0.00	0.00

TOTAL ASSETS		92,640.85	0.00	0.00	92,640.85

LIABILITIES AND FUND EQUITY					
LIABILITIES					

TOTAL LIABILITIES		0.00	0.00	0.00	0.00
FUND EQUITY					
RESERVED					
83-340-342-2100	DESIGNATED - LIBRARY	92,641.18	0.00	0.00	92,641.18

TOTAL RESERVED		92,641.18	0.00	0.00	92,641.18
	FUND SURPLUS (DEFICIT)	(0.33)	0.00	0.00	(0.33)

TOTAL FUND EQUITY		92,640.85	0.00	0.00	92,640.85

TOTAL LIABILITIES AND FUND EQUITY		92,640.85	0.00	0.00	92,640.85

DATE: 05/18/2023
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VILLAGE OF GERMANTOWN
DETAILED BALANCE SHEET

PAGE: 2
F-YR: 23

FUND: LIBRARY TRUST FUNDS
FOR 5 PERIODS ENDING MAY 31, 2023

ACCOUNT #	DESCRIPTION	BALANCE 01/01/23	NET DEBITS	NET CREDITS	BALANCE 05/31/23

DATE: 05/18/2023
TIME: 11:31:50
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VILLAGE OF GERMANTOWN
DETAILED BALANCE SHEET

PAGE: 1
F-YR: 23

FUND: LIBRARY IMPACT FEE FUND
FOR 5 PERIODS ENDING MAY 31, 2023

ACCOUNT #	DESCRIPTION	BALANCE 01/01/23	NET DEBITS	NET CREDITS	BALANCE 05/31/23

ASSETS					
CASH AND INVESTMENTS					
23-100-110-1200	TEMP INVEST - TD AMERITRADE	25,794.84	0.00	0.00	25,794.84
23-100-110-3000	TEMP INVESTMENTS - TRUST	0.00	0.00	0.00	0.00

TOTAL CASH AND INVESTMENTS		25,794.84	0.00	0.00	25,794.84
ACCOUNTS RECEIVABLE					
23-100-130-3100	ACCRUED INTEREST RECEIVABLE	173.41	0.00	0.00	173.41

TOTAL ACCOUNTS RECEIVABLE		173.41	0.00	0.00	173.41
DUE FROM/DUE TO OTHER FUNDS					
23-100-150-1000	DUE FROM/TO GENERAL FUND	33,158.00	3,091.00	0.00	36,249.00

TOTAL DUE FROM/DUE TO OTHER FUNDS		33,158.00	3,091.00	0.00	36,249.00

TOTAL ASSETS		59,126.25	3,091.00	0.00	62,217.25

LIABILITIES AND FUND EQUITY					
LIABILITIES					
ACCOUNTS PAYABLES & ACCRUALS					
23-200-210-1000	ACCOUNTS PAYABLE	0.00	0.00	0.00	0.00

TOTAL ACCOUNTS PAYABLES & ACCRUALS		0.00	0.00	0.00	0.00

TOTAL LIABILITIES		0.00	0.00	0.00	0.00
FUND EQUITY					
UNRESERVED AND UNDESIGNATED					
23-340-343-3000	UNRESERVED & UNDESIGNATED	59,126.25	0.00	0.00	59,126.25

TOTAL UNRESERVED AND UNDESIGNATED		59,126.25	0.00	0.00	59,126.25
		0.00	0.00	3,091.00	3,091.00

TOTAL FUND EQUITY		59,126.25	0.00	3,091.00	62,217.25

TOTAL LIABILITIES AND FUND EQUITY		59,126.25	0.00	3,091.00	62,217.25

Director's Report: May 2023

STATE OF WISCONSIN

MONARCH LIBRARY SYSTEM

- The Monarch Library System Directors met on Thursday, May 11 in Juneau (see attached). Topics included the new Monarch Library System website, Polaris upgrade to 7.3 on May 21, Vega updates, change in reporting for WiFi statistics and summer reading coupon updates.

WASHINGTON COUNTY

- Library directors of libraries in Washington County met for three sessions with Monarch Library System Director to discuss communication and county items.

VILLAGE OF GERMANTOWN:

- The Village Board meeting was canceled on Monday, May 1.
- The Village General Government & Finance Committee met on Monday, May 15. The '2023 Village of Germantown Pay Rate Chart' was discussed (see attached & item XI. A. for additional information).
- The Village Board met on Monday, May 1 (see attached).

FRIENDS OF THE GERMANTOWN COMMUNITY LIBRARY

- The Friends of the Germantown Community Library met on Monday, May 22 @ 10am. The Friends will not meet in June – August.
- The May Pop-Up Sale is adult paperbacks. The Pop-Up Sale for mid-June through mid-August will include youth and teen titles. These items will also be available as a voucher for youth and teen that complete a checkpoint for the Summer Reading Challenge.

DONATIONS:

- Leadership Germantown (W156N11251 Pilgrim Rd / Germantown, WI 53022): raised a total of \$1,600 that includes donations below / \$460 cash & checks (Library Board Donation / Patio Expansion Account)
 - Credit Card Check: \$43.23 (Library Board Donation / Patio Expansion Account)
 - Teddy Fedel (W175N10300 Stoneridge Dr / Germantown, WI 53022): \$300 (Library Board Donation/ Patio Expansion Account) (already cashed – just need to send thank you)
 - Donna Bosch (N77W16219 Countyside Dr / Menomonee Falls 53051): \$100 (Library Board Donation / Patio Expansion Account)
 - Pat Tasker (N97W14909 Buringin Bush Ct/ Germantown, WI 53022): \$250 (Library Board Donation / Patio Expansion Account)
 - Kevin & Donna Nash (W140N70828 Country Aire Dr / Germantown, WI 53022): \$100 (Library Board Donation / Patio Expansion Account)
- Chick-fil-A (W185N9590 Bancroft Dr / Menomonee Falls, WI 53051): \$225 Fundraiser Night ((Library Board Donation / Patio Expansion Account)

DEPOSITS:

STATISTICS

- Previous Month & Annual Circulation:
 - Physical: **23,314 (0.5% from 2022 / 7.6% YTD)**
 - Digital: **4,592 (7.9% from 2022 / 11.7% YTD)**

- Total: **32,465 (1.7% from 2022 / 8.3% YTD)**
- Outreach: **654 (82.7% from 2022 / 136.2% YTD)**
- Seasonal Statistics (see attached):
 - January – April Circulation Statistics & Graphs
 - January – April General Library Statistics
 - January – April Programming Statistics

PROGRAMMING

- Summer Reading Challenge for all ages runs Monday, June 5 – Saturday, August 5.
- Ongoing Programs:
 - Youth: Storytime (2), Game On Wednesdays, Performances, Special Programs
 - Teen: Teen Advisory Board, Make It Crafts (3), Dungeon Master Training, Special Programs
 - Adult: Book Groups (6), Make It Crafts (3), Puzzle Day, Spice It Up, Stitch with Me, Board Game Café, Special Daytime & Evening Programs
 - Outreach: Senior Center Visits (5), Library Presents (Senior Center), Poetry Group (Gables), What Are You Reading Book Group (Gables), Preschool Reading (Jackson Community Center)
 - Enchanted Library: Fun Fridays, Neighborhood Visits, Special Events
- Upcoming Programs & Outreach (see attached)
- The library is also collection donations of children's/teen books, board games and video games for the Summer Reading Challenge and to add to our collection.

IN THE NEWS (ATTACHED):

- 'Germantown students place third in State Battle of the Books' (Wash. Co. Daily, April 28)
- 'Germantown library to kick off second season of Enchanted Library' (Wash. Co. Daily, May 5)
- 'The Magic of Reading' (Wash. Co. Daily, May 17)
- 'Germantown Community Library Enchanted Library begins second season on May 13' (Express News, May 13)
- 'The Enchanted Library Returns' (Express News, May 20)

DIRECTOR CONTINUING EDUCATION HOURS (100 HOURS EVERY 5 YEARS – EXPIRES IN 12/2022)

- Wisconsin Library Association Leadership Development Institute (Oshkosh, WI) (April 26) (6 hrs)
- Wisconsin Library Association Leadership Development Institute (online) (May 10 & May 24) (3 hrs)
- Wisconsin Association of Public Libraries Conference (Oshkosh, WI) (April 26-28) (6 hrs)

DIRECTOR MEETINGS, PROGRAMS & OUTREACH (PAST):

- Mon, Apr 1 – Washington County Directors
- Tues, Apr 2 – Park & Rec
- Wed, Apr 3 – CVMIC Training: FMLA (2 hrs)
- Thurs, May 4 – Monarch Director's Chat
- Fri, May 5 – Library Board President & Village Trustee
- Wed, May 10 – Library Staff Training
- Wed, May 10 – Leadership Development Institute
- Thurs, May 11 – Monarch Directors
- Thurs, May 11 – Washington County Directors
- Thurs, May 11 – Leadership Germantown Dinner
- Fri, May 12 – Village Finance Manager

- Sat, May 13 – Sherman’s Birthday
- Mon, May 15 – Make It Crafts (3)
- Mon, May 15 – General Government & Finance (recorded)
- Mon, May 15 – Village Board (recorded)
- Thurs, May 18 – Monarch Director’s Chat
- Fri, May 19 – CVMIC Training: Succession Planning (6 hrs)
- Sat, May 20 – Bethlehem Blazer Dash Fundraiser
- Mon, May 22 – Friends of the Library
- Tues, May 23 – Germantown Chamber
- Wed, May 24 – Washington County Directors
- Wed, May 24 – Leadership Development Institute
- Wed, May 24 – Library Board
- Mon, May 29 – Fri, Jun 2 - Vacation

DIRECTOR MEETINGS, PROGRAMS & OUTREACH (SCHEDULED UPCOMING):

- Mon, Jun 5 – Village Board
- Tues, Jun 6 – Village Administrator
- Wed, Jun 7 – Village Department Heads
- Thurs, Jun 8 – Monarch Directors
- Mon, Jun 12 – Village General Government & Finance
- Mon, Jun 12 – Village Board
- Wed, Jun 28 – Library Board

DEPARTMENT UPDATES

MANAGEMENT & GENERAL STAFF (TRISHA)

- Conducted the All Staff Meeting on May 10 (see attached)

YOUTH & TEEN SERVICES (JACKIE)

- Completed final semester of grad school 5/12.
- Youth services team filmed and edited summer reading video that was shared on social media and at school visits.
- Volunteered at the MacArthur Fun Run event 5/5.
- Visited Amy Belle, Rockfield, Davids Star and Friess Lake elementary schools to promote the summer reading program with outreach services and Enchanted Library dragon mascot in May.
- Assisted outreach with Sherman’s Birthday party celebration 5/13.
- Over 125 patrons attended special storytime sessions on 4/25.

ADULT SERVICES (LYNN)

- Led Memory Café on 4/17 with presenter from Alzheimer’s Association “Memories in the Making” art program.
- Attended virtual LMP (Library Memory Project) meeting 4/21; LMP is working with WILS to evaluate current status and plan for the future.
- Led Evening Book Group discussion 5/3.
- Ongoing meetings with Village Wellness Committee on wellness plan for employees with Village insurance.

OUTREACH SERVICES (CARA)

- Attended SEWI continuing education programming meeting.
- Set up a story walk for Amy Belle PTA.
- Hosted the first Library presents program at the Germantown Senior Center.
- Created and delivered Summer Reading poster boards for all public Germantown schools.
- Hosted the first fundraiser of the year at Chick-Fil-A in Menomonee Falls.

CIRCULATION SERVICES (DIANE)

- Circulation Team to begin reviewing and updating circulation procedures.
- Promoting Friends of the Library center aisle adult paperback book sale.
- Circulation team attended All-Staff meeting which included CPR and First Aid training and Handling Difficult Customer training.
- Worked with Tech Services to update our Adventure Pass procedures.
- Began checkout of State Park Passes.

TECH SERVICES (CONNIE)

- Added 18 Juvenile Audio reader/book kits to Library of Things, Jr.

ADMIN & PERSONNEL (CONNIE)

- Assisted with conducting the All Staff Training day May 10.

TECHNOLOGY / STATISTICS (CONNIE)

- Worked with Monarch IT for the move of our library website hosting service from iPage to InMotion on May 15. Also, updated all pages and links to reflect current information as needed.
- Adventure Passes: Added 'Schlitz Audubon Center' and 'State Park' Passes, changed procedures and removed 'dummy' cases.

BUILDING MANAGEMENT & GROUNDS (CONNIE/DIANE)

- Condenser Project has been completed. Waiting for the manufacturer to turn it on.

MONARCH LIBRARY SYSTEM
DIRECTORS' COUNCIL
Virtual and In Person Meeting
April 13, 2023 @ 9:30 AM

Juneau Public Library
250 North Fairfield Avenue
Juneau, WI 53039

Microsoft Teams meeting
Join on your computer or mobile app
[Click here to join the meeting](#)
Or call in (audio only)

[+1 414-662-4786,96341047#](#) United States, Milwaukee
Phone Conference ID: 963 410 47#

Agenda

1. Call the meeting to Order.
2. Roll call (via participant list or voice)
3. Public Comment and Correspondence
4. Approval of the agenda
5. Approval of the minutes: April 13, 2023
6. Monarch System Reports
 - a. Monarch Staff (attachment)
 - b. Governance Committee – Camrin Sullivan
 - c. Circulation Committee (attachment) – Rosalia Slawson
 - d. ILS Committee – Alex Harvancik
 - Recommend making the item public note a static display in the PAC.
 - Recommend turning on the “Show Patron’s Age” functionality in LEAP.
 - e. Resource Workgroup – Rachel Muchin Young
 - f. Technology Workgroup (attachment) – Leslie Jochman
 - g. RFID Implementation Workgroup (attachment) – Cheryl Nessman
7. New Business
 - a. Share your WAPL conference experience with colleagues who could not attend the conference.
8. Announcements or Shout Outs:
9. Next Directors Council Meeting: June 8, 2023, Venue TBD
10. Adjourn



Monarch Library System Staff Reports

April 2023

Riti Grover – Director

- **Monarch's New Website**

We were proud and honored to announce the soft launch of our new website on the first day of the National Library Week! The website is now officially up and ready for you to visit at <https://monarchlibraries.org>! Monarch's new website is the latest tool in our outreach services; and we hope to create an **enhanced awareness** about services provided by Monarch and its member libraries through it! This has been the result of months of collaboration and hard work. Hope you like it!

Checkout the colorful Monarch flying high at the home page <https://monarchlibraries.org>; find directions and websites for any of our member libraries [Find My Local Library \(monarchlibraries.org\)](https://monarchlibraries.org); download Monarch2Go App [Monarch2Go \(monarchlibraries.org\)](https://monarchlibraries.org); find your next read in the Monarch Catalog [Monarch Library System \(monarchcatalog.org\)](https://monarchcatalog.org) or checkout Bookmobile schedule [About Bookmobile \(monarchlibraries.org\)](https://monarchlibraries.org) and much more!

- **SEWI ALA Conference Scholarships**

If any of the Monarch libraries did not receive SEWI LSTA CE funds for the conference last year, they could still apply for **up to \$2,000**. Funds can be used for the following: conference registration, transportation costs, lodging, and meals. This grant does not cover ALA membership. Applications are reviewed and responded to weekly. Please visit [SEWI CE Grants](https://sewi.org) web page for the LSTA CE Grants Guidelines, which includes ALA Conference Scholarships, and the online application form.

- **Website Migration for Monarch Libraries**

Following the successful migration of Monarch Website to the new platform from 'Inmotion', member library websites have been copied and installed on the InMotion web server. Carl will be checking each site to make sure it is working and then contacting the libraries individually to discuss switching over their website to InMotion, in the coming weeks.

- **State Biennial Budget/State Aid Status**

This time the WI Public Library Systems Aid Request (2023 – 2025), to best meet the unique needs of their communities, is \$6,000,000.

After the conclusion of public hearings, the Joint Financial Committee (JFC) will meet through the end of May to debate and vote on various pieces of the budget bill. At the end of JFC deliberations, the changes to the current budget will be introduced as a substitute amendment to AB43/SB70 and sent to the full legislature for floor votes in each house. The legislature usually delivers its final product to the governor by the end of June. The governor then completes his veto review within 30 days of receiving the bill, and signs it into law.

- **2024 WPLC Expenses for Monarch**

The WPLC Board approved their 2024 Budget on April 26, 2023. Per the approved Budget, our payments to WPLC will increase by \$7,663 in 2024 totaling to \$123,576. This includes the Buying Pool for OverDrive, eMagazines and Partner Share costs. As a member of the WPLC Executive Board and the Budget Committee, I believe this increase is reasonable and essential for the maintenance of the ongoing Digital Collections for our member libraries.

- **Wisconsin Statewide Access to United for Libraries**

[United for Libraries](#), a division of the American Library Association, is the national association of library trustees, advocates, Friends groups, and library foundations. Wisconsin is now amongst the few states that provides **free access** to this valuable resource. I encourage you to [follow this link and register](#) to get started.

Benefits of our statewide access program include Learning Live webinars, Short Takes for Trustees videos, Trustee Academy, On-Demand webinars, trustee competencies, tip sheets and toolkits, digital publications, practical guides, access to some graphics, and their new Making the Case for Your Library: Creating Board & Community Champions, and the Intellectual Freedom Toolkit.

Trish Federer – Administrative & Accounting Assistant

- Completed 2023 Library Charges to the libraries, including 2022 Reconciliation and 2022 Monarch2Go.
- Began pulling together the Audit information required.

Alison Hoffman –ILS Administrator/ Database Management Librarian

Polaris related:

Polaris upgrade

- The upgrade to Polaris 7.4 is scheduled for the evening of Sun., May 21, 2023.
- The upgrade will primarily bring new functionality for [Leap](#), the web-based alternative to the Polaris staff client. The ILS Committee reviewed some additional options during their April meeting and will share recommendations at the May Directors Council meeting.
- The **What's New** documents for  [Polaris 7.2](#),  [Polaris 7.3](#), and [Polaris 7.4](#) are available for review on the [Polaris Upgrades & Forecasting page](#).

Other updates

- Shared information related to patron notices available in Polaris, including the  [worksheet for how to review and request updates to notice language and settings](#)

Vega related:

- Vega Program:
 - The local Program Development Partner team (which includes Frank L. Weyenberg, Horicon, Jack Russell, and Plymouth) had their first meeting on April 19 to begin reviewing what Monarch needs from Program as a consortia and overall functionality questions.
 - The team will have their first meeting with Innovative staff on May 3, which will be the start of bi-weekly meetings.
 - Local instances of Program have now been built for each of the four team members to facilitate their review and testing of the product.

- Vega Discover
 - Alison received Discover Admin training from Innovative on April 21.
 - The ILS Committee and (soon to be formed) Cooperative Cataloging Workgroup (CCW) will both participate in reviewing Discover and planning for implementation.
 - Alison shared an initial list of review topics with the ILS Committee at their April 27 meeting.
 - Work is underway to schedule the first meeting of the CCW in mid-May.
- Vega Promote
 - This module is not, yet, ready for consortia use. We hope to have additional updates to share this summer.

State participation and other collaboration opportunities:

- Participated in joint WAAL/TSS meeting to continue planning for the August 4, 2023, WAAL/TSS online conference and inclusion of sessions relevant to technical services staff in Wisconsin (the staff working with ordering, cataloging, and processing of library material). Alison is participating on the conference session planning subcommittee. [Details about the conference](#) are available on the WLA website.
- Attended WLA Technical Services Section (TSS) meeting to brainstorm ideas for sessions for the upcoming WAAL/TSS conference.
- Attended LSTA Cooperative Cataloging grant meetings. This included a review of authority control projects underway or being considered by participating library systems, including inclusive services mapping, and how the remaining grant funds may be able to support that work.
- In cooperation with staff from South Central Library System and Prairie Lakes Library System, helping plan for a joint meeting of ILS Administrators across the state with a goal of ongoing meetings to facilitate communication and collaboration.

Lisa Haartman – Bookmobile Manager

- National Library Week was April 23rd-29th and National Outreach Day was April 26th.
- In honor of National Outreach Day ABOS once again did a great job presenting the annual Bookmobile Parade, the Monarch Library System Bookmobile was again part of that! Attached is a photo of the Bookmobile in the parade.
- With April being National Poetry month several of the residents that we visit at Sheboygan Senior Communities joined us in a Blackout Poetry activity. Attached are examples of a few blackout poems, along with a photo of one of the residents reading her poetry. 😊
- We are also continuing our bi-weekly readings at Rocky Knoll.
- SLP preparations are coming along, we are excited for our patrons to "Join Us On the Road To Reading"! 📖



Heather Fischer - Youth Services Liaison

Beanstack Update:

- DPI has secured a 1-year contract w/ a 1 year renewal for Beanstack. This will bring WI libraries seamless access to Beanstack for 2 more years! The new contract is now through April 2025.

Summer Reading Templates:

- The Canva slideshows with summer templates (CSLP and iREAD options) are available. All sizes of flyers with the different artwork are ready. Up next are color-your-own bookmarks and social images! Links to the slideshows are available in SharePoint in the Youth Services documents.

Summer Reading Coupons:

· The following coupons have arrived and are getting prepped for distribution to libraries:

- o WI State Fair
- o Texas Roadhouse, Sheboygan and West Bend locations (separate coupons for kids and for teens/adults)
- o Kwik Trip
- o Little Amerricka Amusement Park
- o Dodge County Parks
- o *NEW* Fond du Lac Dock Spiders Baseball

· The following coupons will be arriving to the Monarch office any day now:

- o Cousins Subs
- o Wendy's
- o Milwaukee Art Museum
- o Springs Waterpark

· PDFs ready for printing:

- o Milwaukee Public Museum
- o Schlitz Audubon Center

o Chinooks Baseball: The Chinooks have authorized me to make some adjustments to the vouchers and information sheets to improve the redemption process for summer readers. I have 2 youth services staff that will be helping me with the changes. Once done, the PDFs will be available for printing!

· Milwaukee Bucks:

o I have been working with a new Bucks rep. I gave her feedback from our YS staff, and she is working on revamping the Bucks program to make it better! I'm excited to see what will come from this new rep/partnership!

Heather Fischer – Public Information Specialist
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Website Update:

· Monarch's new website went live in April! As you are exploring your way through the site, email Heather if you come across any problems with links, etc.

• The new website is intended for a more public facing audience:

- o It is geared for patrons, communities, legislators, etc.
- o Board meeting agendas/minutes will continue to be available on the new site.
- o All other info that is for internal use between Monarch and member libraries will be available in SharePoint (Makerspace, IT department, die cuts, etc.)
- o We are working on adding new components to SharePoint so it will be easier to find what you need! This is a work in progress so if you can't find what you're looking for, please email Monarch staff.

Monarch Marketing Calendar:

- You may have noticed a temporary disruption to the Monarch Marketing Calendar. Other projects had taken priority. I plan to release new content soon as I wrap up these other projects. Thank you for your patience!

Carl Demmin – IT Department

- New PC setups, we are just about caught up with the backlog. Amy is doing a great job at setting them up.
- Web hosting with InMotion, we have copied all of the 20 websites to InMotion, and they have been tested. The next step is to change the DNS records to point at the new site. The new feature with InMotion is that we do a snapshot of every website every 3 days. If we have an issue, we will be able to restore the site from one of the backups.
- New Monarch Firewall, we are working on fine-tuning the Firewall and we started to move all the library firewalls to the Monarch Controller.
- Papercut, we had several meetings last month on figuring out how much it will cost to implement Papercut. I sent out a survey and 14 libraries are interested, they sent me the results. I am now waiting for the next meeting to find out the costs.



**VILLAGE OF GERMANTOWN
N112 W17001 MEQUON ROAD
GERMANTOWN, WI 53022**

MEETING:	REGULAR MEETING OF THE VILLAGE BOARD
DATE AND TIME:	Monday, May 15, 2023 7:00 PM
LOCATION:	Germantown Village Hall Board Room N112 W17001 Mequon Road

NOTICE: NOTICE: Pursuant to the recommendations of the Centers for Disease Control and Prevention concerning the prevention of COVID-19 infections, any member of the body and/or citizen may also attend the meeting virtually through the WebEx platform, Meeting #: 2551 746 8900 Password: RGfHMePh684 which can be accessed by phone at 408-418-9388 or by logging on at <https://villageofgermantown.my.webex.com/villageofgermantown.my/j.php?MTID=mbac09c1bf900c82b3d4fd86d044402dc> Citizens not wishing to attend the meeting personally or virtually may submit any public comments by sending an email to comments@germantownwi.gov by 4 p.m. on the day of the meeting so that it can be provided to the members of the body for their consideration. Previously recorded Village Board Meeting Videos can be viewed at https://www.youtube.com/channel/UCOYp0EgELzTCa9X_iCohyhQ.

AGENDA

- I. **CALL TO ORDER:** *This meeting has been given public notice in accordance with Section 19.83 and 19.84, Wis. Stats, in such form that will apprise the general public and news media of subject matter that is intended for consideration and action.*
- II. **ROLL CALL:**
- III. **PLEDGE OF ALLEGIANCE:**
- IV. **PRESIDENT'S REPORT:**
 - A. Commendation for Friends of Germantown K9
- V. **APPOINTMENTS:**
 - A. Commissions/Boards/Committees
 1. Board of Review
Member- Ingolf (Sam) Schneider (5 year term)
 2. Plan Commission
Member- Robert Williams (3 year term)
- VI. **ANNOUNCEMENTS OF FORTHCOMING EVENTS OF PUBLIC INTEREST
COMMITTEE AND DEPARTMENT REPORTS:**
- VII. **CITIZEN INPUT:**
- VIII. **CONSENT AGENDA:**
 - A. Approval of Minutes April 17, 2023, Meeting.
 - B. Accounts payable/payroll:
 1. April 21, 2023 Accounts Payable \$86,904.44
 2. April 22, 2023 Accounts Payable \$15,200.00
 3. May 5, 2023 Accounts Payable \$237,242.60

- 4. April 25, 2023 Payroll \$251,137.74
- 5. May 9, 2023 Payroll \$245,871.05
- C. Mai Fest, Deutschstadt Heritage Foundation, Inc., N112W16560 Mequon Rd, 5/19/23-5/21/23, Temporary Class "B" Fermented Malt Beverage & Wine Picnic License, Charles Hargan, President
- D. Taste of Germantown, Kiwanis of Germantown, W162N11870 Park Ave, July 27, 2023 5PM- 9PM, Temporary Class "B" Fermented Malt Beverage & Wine Picnic License, Joletta Kerpan, President
- E. Youth of Faith Spaghetti Dinner, Raffle, & Silent Auction, Faith Lutheran Church, W172N11187 Division Rd, May 21, 2023, Temporary Class "B" Fermented Malt Beverage Picnic License, David Johnson, President
- F. Organizational Structure of Clerk and Finance Department
- G. Approval to contract with Northway Fence Co.

IX. UNFINISHED BUSINESS

X. NEW BUSINESS:

- A. Ordinance to Adopt an amendment to the Village of Germantown 2050 Comprehensive Plan to incorporate the Intergovernmental Agreement for the Provision of Municipal Wastewater and Water Utility Service Between the Village of Richfield and the Village of Germantown and to expand the Sanitary Sewer Service Area (SSSA) boundary (Ordinance No. 05-2023)
- B. Public Hearing on a proposed Germantown and Richfield Sanitary Sewer Service Area Amendment
- C. Resolution Adopting a Germantown Sanitary Sewer Service Area Amendment
- D. Accurate Surveying & Engineering, Agent for Bast Family LTD Partnership, Property Owner - W204 N13917 Goldendale Road. 1-Lot Certified Survey Map (CSM) for Extraterritorial Plat Review (Town of Germantown).
- E. Update on Utility Billing System and Summer Sewer Service Credit
- F. Economic Development Commission Strategic Platform
- G. Meridian Germantown, LLP c/o Wal-Mart Stores, Inc. vs. Village of Germantown, Washington County Case No. 22-CV-396. The Village Board May Enter into Closed Session per Wis Stat § 19.85(1)(g) for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is involved, and then may reconvene into open session to take such action as it deems appropriate; and,
- H. Project Guardian Proposal. The Village Board May Enter into Closed Session per Wis Stat § 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and then may reconvene into open session to take such action as it deems appropriate; and,

- I. Administrator Setting 2023 Performance Goals Update. The Village Board May Enter into Closed Session per Wis Stat § 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, and then may reconvene into open session to take such action as it deems appropriate.

XI. ADJOURNMENT:

UPON REASONABLE NOTICE, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For Additional information or to request this service please contact the Village Clerk at (262)250-4740 at least 2 days prior to the meeting.

**VILLAGE OF GERMANTOWN
N112 W17001 MEQUON ROAD
GERMANTOWN, WI 53022**

MEETING:	REGULAR MEETING OF THE GENERAL GOVERNMENT & FINANCE COMMITTEE
DATE AND TIME:	Monday, May 15, 2023 6:00 PM
LOCATION:	Germantown Village Hall Board Room N112 W17001 Mequon Road

NOTICE: Pursuant to the recommendations of the Centers for Disease Control and Prevention concerning the prevention of COVID-19 infections, any member of the body and/or citizen may also attend the meeting virtually through the WebEx platform, Meeting # 2551 528 1989 Password: 6xNFAgPDm43 which can be accessed by phone at 408-418-9388 or by logging on at <https://villageofgermantown.my.webex.com/villageofgermantown.my/j.php?MTID=maaf2ba514fb53da951ec23b2d6232931> Citizens not wishing to attend the meeting personally or virtually may submit any public comments by sending an email to comments@germantownwi.gov by 4 p.m. on the day of the meeting so that it can be provided to the members of the body for their consideration. Previously recorded Village Board Meeting Videos can be viewed at <https://www.youtube.com/channel/UCOYp0EqELzTCa9X iCohyhQ>.

AGENDA

- I. **CALL TO ORDER:** *This meeting has been given public notice in accordance with Section 19.83 and 19.84, Wis. Stats, in such form that will apprise the general public and news media of subject matter that is intended for consideration and action.*
- II. **ROLL CALL:**
- III. **APPROVAL OF MINUTES:**
 - A. April 17, 2023, meeting.
- IV. **CITIZEN INPUT:**
- V. **NEW BUSINESS:**
 - A. Approval to contract with Northway Fence Co.
 - B. 2023 Village Employee Payrate Chart
- VI. **UNFINISHED BUSINESS**
 - A. American Rescue Plan Act - Informational Only
 - B. Police Department Non-Represented Employee Salaries
- VII. **REPORTS:**
 - A. Monthly Financial Summary
 1. Accounts Payable- April 21st, April 22nd, April 28th, May 5th
 2. Year to Date Budget Comparisons.
- VIII. **SCHEDULE NEXT MEETING:**
- IX. **ADJOURNMENT:**

GENERAL GOVERNMENT & FINANCE COMMITTEE AGENDA

May 15, 2023

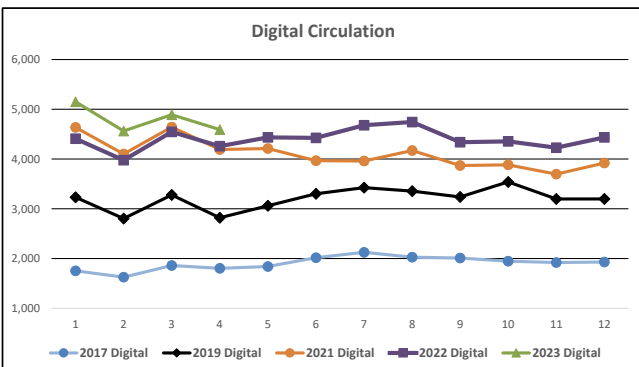
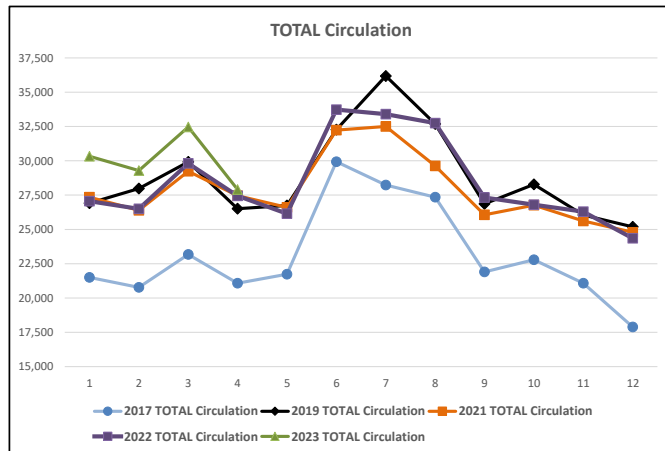
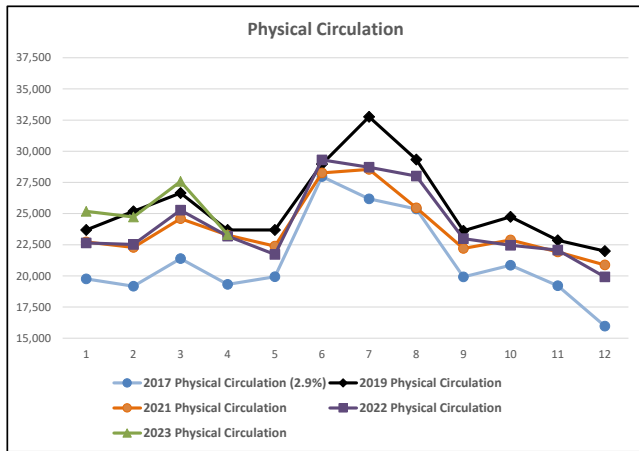
Page 2

UPON REASONABLE NOTICE, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For Additional information or to request this service please contact the Village Clerk at (262)250-4740 at least 2 days prior to the meeting.

GCL Statistical Trends 2016-2023

*COVID-19 Building closed 3/14/20 thru 5/20/20, and 11/2-14/20

Stats	YTD	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov*	Dec
2023 TOTAL PHYSICAL	100,787	25,176	24,721	27,576	23,314								
2023 Outreach (included in total)	3,011	866	741	750	654								
% over 2022	7.6%	11.2%	9.7%	9.1%	0.5%								
% over 2019	1.6%	6.3%	-1.8%	3.5%	-1.6%								
2023 Overdrive - Audio	7,160	1,919	1,660	1,808	1,773								
2023 Overdrive - eBook	8,786	2,311	2,063	2,294	2,118								
2023 Overdrive - Magazine	1,274	363	276	342	293								
2023 Overdrive Total	17,220	4,593	3,999	4,444	4,184								
2023 Hoopla	1,975	558	564	445	408								
2023 TOTAL DIGITAL	19,195	5,151	4,563	4,889	4,592								
% over 2022	11.7%	16.8%	14.7%	7.5%	7.9%								
% over 2019	58.3%	59.5%	62.8%	49.2%	62.9%								
2023 Universal Classes	0	0	0	0	0								
2023 TOTAL CIRCULATION	119,982	30,327	29,284	32,465	27,906								
% over 2022	8.3%	12.1%	10.5%	8.8%	1.7%								
% over 2019	7.8%	12.7%	4.7%	8.5%	5.3%								
2022 TOTAL PHYSICAL	288,802	22,648	22,526	25,268	23,189	21,716	29,307	28,722	28,003	22,988	22,452	22,068	19,915
2022 Outreach	6,599	282	344	291	358	960	750	925	378	624	606	578	503
% over 2021	1.2%	-0.3%	1.1%	2.7%	-0.3%	-3.0%	3.7%	0.6%	10.0%	3.6%	-1.8%	0.7%	-4.6%
% over 2019	-6.0%	-4.4%	-10.5%	2.0%	-2.1%	-8.3%	1.2%	-12.3%	-4.5%	-2.7%	-9.2%	-5.7%	-9.4%
2022 Overdrive - Audio	19,273	1,682	1,482	1,625	1,488	1,556	1,672	1,709	1,657	1,657	1,592	1,593	1,560
2022 Overdrive - eBook	24,331	2,067	1,877	2,197	2,062	2,019	2,064	2,269	2,127	1,935	1,933	1,833	1,948
2022 Overdrive - Video	19	2	1	0	5	0	0	0	11	0	0	0	0
2022 Overdrive - Magazine	4,005	353	325	358	354	426	318	271	343	304	348	292	313
2022 Overdrive/RB Digital	47,628	4,104	3,685	4,180	3,909	4,001	4,054	4,249	4,138	3,896	3,873	3,718	3,821
2022 Hoopla	5,201	305	292	367	348	434	372	430	606	441	482	509	615
2022 TOTAL DIGITAL	52,829	4,409	3,977	4,547	4,257	4,435	4,426	4,679	4,744	4,337	4,355	4,227	4,436
2022 TOTAL CIRCULATION	341,631	27,057	26,503	29,815	27,446	26,151	33,733	33,401	32,747	27,325	26,807	26,295	24,351
2021 TOTAL PHYSICAL	285,400	22,716	22,287	24,597	23,265	22,394	28,266	28,545	25,461	22,196	22,881	21,918	20,874
2021 TOTAL DIGITAL	49,243	4,635	4,102	4,643	4,190	4,210	3,967	3,960	4,170	3,868	3,882	3,696	3,920
2021 TOTAL CIRCULATION	334,643	27,351	26,389	29,240	27,455	26,604	32,233	32,505	29,631	26,064	26,763	25,614	24,794
2020 Physical Circulation	238,494	25,676	25,668	15,340	2,018	9,076	24,899	25,167	24,225	23,561	23,920	18,088	20,856
Digital Circulation	49,169	3,381	3,446	3,808	4,591	4,600	4,273	4,369	4,383	4,114	3,980	4,193	4,031
2020 TOTAL Circulation	287,663	29,057	29,114	19,148	6,609	13,676	29,172	29,547	29,547	27,676	27,911	22,287	24,892
2019 Physical Circulation	307,128	23,686	25,174	26,645	23,688	23,677	28,968	32,758	29,329	23,622	24,736	22,856	21,989
Digital Circulation	38,442	3,230	2,803	3,276	2,819	3,060	3,300	3,425	3,356	3,239	3,540	3,196	3,198
2019 TOTAL Circulation	345,570	26,916	27,977	29,921	26,507	26,737	32,268	36,183	32,685	26,861	28,276	26,052	25,187
2018 TOTAL Circulation	323,423	24,800	23,134	25,729	26,407	25,795	32,103	32,769	31,169	25,550	27,809	25,189	22,974
2017 TOTAL Circulation	277,461	21,499	20,774	23,179	21,078	21,738	29,934	28,236	27,352	21,906	22,793	21,082	17,890
2016 TOTAL Circulation	263,946	20,667	21,738	22,806	22,100	21,582	27,724	26,586	25,274	19,889	20,099	20,140	15,341

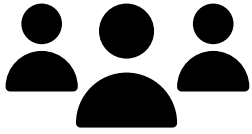


			Feb (closed @ 3 2/16 & 2/22)	Mar (Snowstorm 3/9-10)		Season Subtotal
		Jan			Apr	
PATRONS						
	New Library Cards	180	165	126	128	599
	Patron Visits	8,187	7,480	8,656	7,213	31,536
SERVICES						
	WiFi Logins (Monarch) (sessions) <i>(unique ID, per device, per day)</i>	785	742	909	714	3,150
	Reference Transactions					
	Circulation	2,873	2,327	2,608	2,547	10,355
	Youth Services	376	401	395	340	1,512
	Adult Services	720	670	870	786	3,046
	eMail	40	56	60	55	211
	Facebook	1	5	6	2	14
	TOTAL	4,010	3,459	3,939	3,730	15,138
	Public Computer Logins					
	Internet Computers	394	413	430	330	1,567
	Adult	387	400	417	325	1,529
	Youth	7	13	13	5	38
	Guest Logins (included in above 'Adult' and 'Youth' computer logins)	62	68	73	38	241
	Laptops	1	1	1	1	4
	Typewriters	2	2	2	0	6
	AWE #1 (new model as of 1/1/23)	130	126	119	108	483
	AWE #2	292	291	143	155	881
	TOTAL	819	833	695	594	2,941
	Curbside Pickup Appointments	74	51	71	47	243
	Express Bag Requests					
	Preschool	0	3	1	0	4
	Youth	1	2	0	0	3
	Teen	1	2	0	0	3
	Adult	3	2	0	0	5
	TOTAL	5	9	1	0	15
DATABASE USAGE						
	A to Z Databases Logins (searches)	18	13	61	73	165
	ABC Mouse Logins	0	0	0	0	0
	Ancestry Logins	5	8	0	0	13
	Transparent Languages	0	0	129	96	225
	Universal Classes	N/A	N/A	N/A	N/A	0
	TOTAL	23	21	190	169	403
CIRCULATION						
	Physical Items	25,176	24,721	27,576	23,314	100,787
	Overdrive	4,593	3,999	4,444	4,184	17,220
	Hoopla	558	564	445	408	1,975
	TOTAL	30,327	29,284	32,465	27,906	119,982
VOLUNTEERS						
	# of Volunteers	N/A	N/A	N/A	N/A	N/A
	# of Hours - Programming	88	92	19	90	289
	# of Hours - Circulation	20	10	6	14	49
	TOTAL	108	102	25	104	338
MEETING ROOMS (External Use Only)						
	Study Rooms	92	92	111	102	397
	Community Meeting Rooms	43	12	16	16	87
REVENUE						
	Fines	\$ 282.83	\$ 507.82	\$ 392.43	\$ 224.50	\$ 1,407.58
	Copies	\$ 212.33	\$ 139.70	\$ 263.85	\$ 151.75	\$ 767.63
	Replacement Cards	\$ 9.00	\$ 6.00	\$ 6.00	\$ 21.00	\$ 42.00
	Lost/Damage Fees	\$ 86.90	\$ 409.56	\$ 61.99	\$ 62.99	\$ 621.44
	Faxes	\$ 79.00	\$ 22.00	\$ 105.00	\$ 44.00	\$ 250.00
	Meeting Room	\$ 100.00	\$ -	\$ -	\$ -	\$ 100.00
	Credit Card Revenue	\$ 214.10	\$ 216.85	\$ 266.76	\$ 132.67	\$ 830.38
	TOTAL	\$ 984.16	\$ 1,301.93	\$ 1,096.03	\$ 636.91	\$ 4,019.03
FRIENDS OF GCL SALE (Cash & CC)		\$ 1,511.00	\$ 890.47	\$ 849.99	\$ 1,172.92	\$ 4,424.38

GERMANTOWN COMMUNITY LIBRARY

2023 PROGRAMMING STATISTICS

(NUMBER OF PROGRAMS IN PARENTHESES)
(JAN-APR)



3,930

People
Attended

173

Programs

PRESCHOOL

Storytime
Preschool (30): 1,088
Storytime:
Baby/Toddler (30) 750
Playgroup (4): 120
Special (1): 50
= (65)
2,008

YOUTH

Escape (6): 72
Family Night (4): 176
Field Trips (3): 93
Special (4): 293
= (17)
634

TEENS

Advisory (4): 28
Crafts (12): 68
DnD (3): 40
Special (3): 28
= (22)
164

ADULTS & ALL AGES

Book Groups (24): 168
Crafts (12): 391
Puzzle (4): 25
Spice It Up (2): 47
Memory (1): 12
Friends (4): 36
Blood Drive (2): 120
Stitch with Me (10):
193
Special (10): 132
= (69)
1,124

Past Attendance:

2022: 11,149
2021: 4,316
2020: 7,066
2019: 29,623

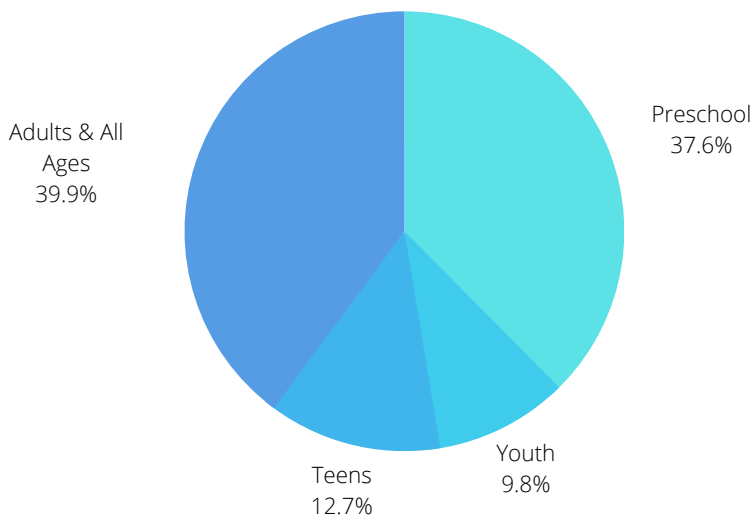
Total:
2,008

Total:
634

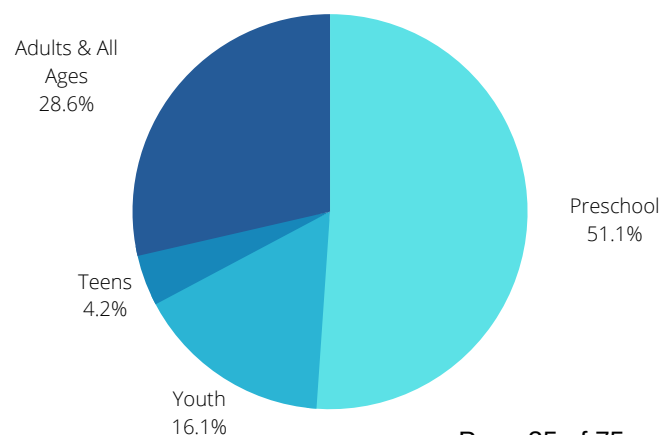
Total:
164

Total:
1,124

PROGRAMS OFFERED BY TARGET AGE



ATTENDANCE BY TARGET AGE



GERMANTOWN COMMUNITY LIBRARY 2023 OUTREACH STATISTICS

(NUMBER OF PROGRAMS IN PARENTHESES)

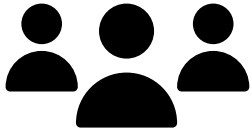
ADULTS &

PRESCHOOL

(JAN-APR)
YOUTH

TEENS

ALL AGES



645

People
Attended

48

Programs

Jackson (8): 160

= (8)

160

(0)

= 0

(0)

= 0

Senior Poetry (4): 12

Senior Book Group (4): 26

Fairway Knoll

(4): 66

Gables (12): 86

Prairie Meadows

(4): 21

Ellen's Home (4): 12

Homebound (4): 6

Senior Center (1): 18

Fundraisers (1): 173

Presentations (2): 65

= (40)

485

Past Attendance:

2022: 10,695

2021: 6,082

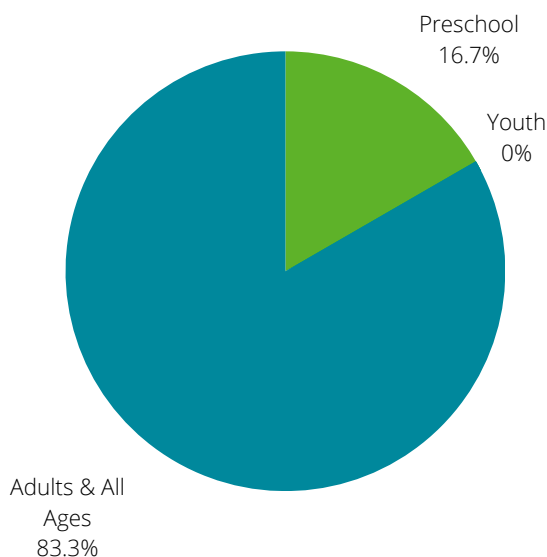
Total:
160

Total:
0

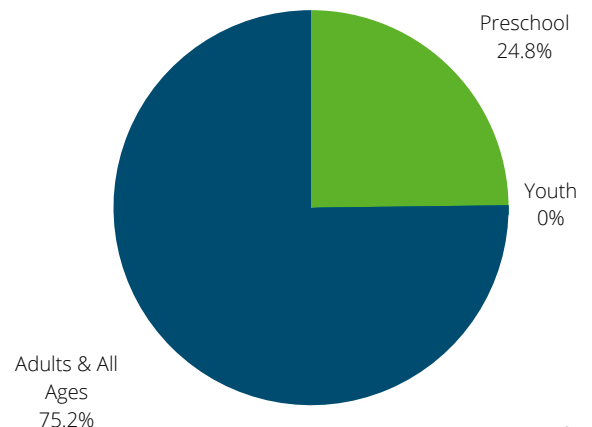
Total:
0

Total:
485

PROGRAMS OFFERED BY TARGET AGE



ATTENDANCE BY TARGET AGE



GERMANTOWN COMMUNITY LIBRARY

2023 SELF-DIRECTED ACTIVITIES

(JAN-APR)

ADULTS & ALL AGES

Winter: 1,958
Seeds: 291
Customer Survey: 7
= 2,256

TEENS

Winter: 86
Seeds: 291
= 377

YOUTH

Winter: 836
Seeds: 291
= 1,127

PRESCHOOL

Winter: 347
Seeds: 291
= 638

Challenges
& Surveys

4,398



Coloring: 313
Puzzles: 424
= 737

(0)
= 0

Coloring: 852
Monthly (7): 281
= 1,133

Coloring: 852
Monthly (7): 281
= 1,133

Self-Directed

3,003



7,401
Activities

Total:
1,771

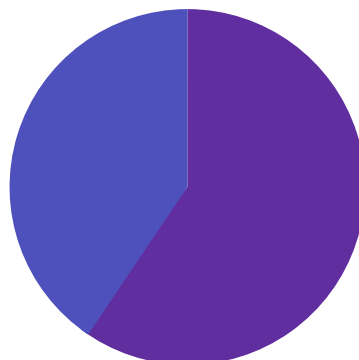
Total:
2,260

Total:
377

Total:
2,993

BY TYPE OF ACTIVITY

Self-Directed
40.6%

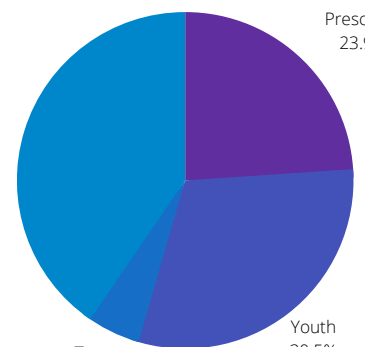


Challenge
59.4%

BY TARGET AGE

Preschool
23.9%

Teens
5.1%



Youth
30.5%

Past Activities:
2022: 35,398
2021: 94,112
2020: 55,180
2019: 34,738

GCL Event Calendar

Status: Public

URL: <https://germantownlibrarywi.libcal.com/calendar?cid=11430>

Time Zone: Central Time - US & Canada

June 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
	LIBRARY CLOSED	1pm The Fascinating Characteristics of the Chinese Characters		9:30am What are you Reading Book Club	1pm History Book Group	
4	5	6	7	8	9	10
Summer Reading Challenge Begins! 1pm Blood Drive 6pm TAB Meeting	5:30pm Stitch With Me - Pin Cushion	6pm Evening Book Group	9:30am Morning Book Group 6pm Dungeon Master Training (3 Part Session)	9:30am [DRAFT] Mom's Club	11am Summer Kick-Off Party!	
11	12	13	14	15	16	17
9am Puzzle Day	10am Preschool Storytime 10:00am 4pm Magazine Bowls	10am Baby/Toddler Storytime 10:00am 1pm Game On, Wednesdays: Parachute Games 6pm Local Author - Carla Luna		1pm Nonfiction Book Group	9am [DRAFT] back up spaces for Board Game Bazaar 10am Board Game Bazaar	
18	19	20	21	22	23	24
3pm Teen Tie Dye	10am Preschool Storytime 10:00am 1pm Board Game Café 5:30pm Stitch With Me - Tote Bag	10am Baby/Toddler Storytime 10:00am 6pm Library Board Meeting	9:30am Mystery Book Group		10:30am Main Street Song and Dance: Disney Medley	
25	26	27	28	29	30	
1pm Make It Crafts: Bee Flower Pot 3pm Make It Crafts: Bee Flower Pot 5pm Make It Craft: Bee Flower Pots	10am Preschool Storytime 10:00am 1pm Skin Physiology and How to Maintain Our Skin's Health	10am Baby/Toddler Storytime 10:00am 1pm Game On, Wednesdays: Sonic's Chaos Emerald Race!	10:30am Kidsplay @ 10:30am 1:30pm Kidsplay @ 1:30pm	6pm [DRAFT] Teen Laser Tag & Switch Games		
	LIBRARY CLOSED 10am *NO STORYTIME TODAY*	10am *NO STORYTIME TODAY* 6pm Evening Book Group	9:30am What are you Reading Book Club 10:30am Dinosaur Dimensions @ 10:30am 1:30pm Dinosaur Dimensions @ 1:30pm	1pm History Book Group	1pm Tween Switch Saturday: Mario Kart Tournament!	

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GCL Outreach Event Calendar

Status: Public

URL: <https://germantownlibrarywi.libcal.com/calendar/outreach>

Time Zone: Central Time - US & Canada

June 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
			9am Office Hours	9:30am What are you Reading Book Club	3pm County Line PTA Carnival	
4	5	6	7	8	9	10
9am Home Delivery 12pm Little Free Libraries	1pm Supervisor Meeting	9am Office Hours		9:30am Mom's Club		
11	12	13	14	15	16	17
10am Neighborhood Enchanted Library Visits		9am Office Hours 12pm Gables - Matterhaus 1pm Gables - Himmelhaus 2pm Gables- Engelhaus				
18	19	20	21	22	23	24
9am Home Delivery 12pm Little Free Libraries	1pm Supervisor Meeting	9am Office Hours 11:30am Prairie Meadows 1pm Fairway Knoll	Chamber Golf Outing	9:30am Enchanted Library Kids Klub at Living Christ Church 11:30am Enchanted Library at Chamber of Commerce 1:30pm Enchanted Library with Kids Klub at Fireman's Park		
25	26	27	28	29	30	
11:15am Ellen's Home 1pm Gables What are you Reading Book Club 2pm Gables Poetry Club		9am Office Hours 1pm Library Presents at Germantown Senior Center	9:30am Story Time at the Historical Society	9:30am Enchanted Library with Kids Klub at Homestead Hollow 11:30am Enchanted Library at Richfield Village Hall 1:30pm Enchanted Library with Kids Klub at St Boniface		
9am Home Delivery 12pm Little Free Libraries	1pm Supervisor Meeting	9am Office Hours	9:30am What are you Reading Book Club	9:30am Enchanted Library at Jackson-Hickory Park 11:30am Enchanted Library in Jackson - Jackson Park		

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NEIGHBORHOOD VISIT 2023 SCHEDULE

JUNE 8

10-11 FIELDSTONE PASS
12-1 CREEK TERRACE & HIDDEN GLEN
2-3 CLOVER HILL & FOUNDERS

JULY 10

10-11 ELM WOOD DR & QUIET CREEK CT
12-1 SUN VALLEY DR & RIDGEFIELD CT

JULY 31

10-11 STONERIDGE DR & LONE OAKS DR
12-1 NIGBOR DR & CONCORD RD
2-3 SANTA FE DR & CHEROKEE CT

AUGUST 10

10-11 HEATHER LYNN CIRCLE
12-1 ENGLISH OAKS DR

AUGUST 31

10-11 MAPLE GROVE DR & MAPLE GROVE CT
12 - 1 FAIRWAY CT
2-3 DIVISION RD & DRIFTWOOD CT



S U M M E R

THE ENCHANTED LIBRARY SCHEDULE

May 13: 10:00am-12:00pm Sherman's Birthday Party
June 23: 11:30am-12:30pm Chamber Germantown
June 30: 11:30am-12:30pm Village Hall, Richfield

July 4: Independence Day Celebration
July 7: 9:30am-10:30am Hickory Park, Jackson
July 14: 11:30am-12:30pm Kinderberg Park, Germantown
July 21: 11:30am-12:30pm Village Hall, Richfield
July 27: 5:00pm-9:00pm Taste of Germantown
July 28: 9:30am-10:30am Hickory Park, Jackson

August 4: 11:30am-12:30pm Kinderberg Park, Germantown
August 11: 11:30am-12:30pm Village Hall, Richfield
August 25: 9:30am-10:30am Hickory Park, Jackson
August 27: Richfield Days Parade



20 23

S U M M E R

THE FUN FRIDAY SCHEDULE

June 23: 11:30am-12:30pm Chamber
Germantown
June 30: 11:30am-12:30pm Village Hall,
Richfield
July 7: 9:30am-10:30am Hickory Park,
Jackson
July 14: 11:30am-12:30pm Kinderberg Park,
Germantown
July 21: 11:30am-12:30pm Village Hall,
Richfield
July 28: 9:30am-10:30am Hickory Park,
Jackson
August 4: 11:30am-12:30pm Kinderberg Park,
Germantown
August 11: 11:30am-12:30pm Village Hall,
Richfield
August 25: 9:30am-10:30am Hickory Park,
Jackson



20 23

S U M M E R

COMMUNITY EVENTS! ENCHANTED LIBRARY SCHEDULE

MAY 20 - BETHLEHEM LUTHERAN BLAZER
DASH 9-11AM

JUNE 29 - HISTORICAL SOCIETY
STORY TIME 10-11AM

JULY 4 - INDEPENDENCE DAY
CELEBRATION 4-8PM

JULY 27 - TASTE OF GERMANTOWN
5-9PM

AUGUST 27 - RICHFIELD DAYS PARADE



20 23

A vibrant poster for a 'Summer Kick-Off Party'. The background is a Super Mario Bros. level with a blue sky, pixelated clouds, a checkered brick wall, and green hills. On the left, Link from The Legend of Zelda stands with his sword and shield. In the center, a large red tomato with a white 'M' on it sits on the grass. On the right, Mario from Super Mario Bros. is running. The text is as follows:

SUMMER KICK-OFF PARTY

Saturday, June 10
11:00AM - 2:00 PM

LEVEL UP YOUR READING AND
CELEBRATE EVERYTHING

Nintendo®

Germantown Community Library (262) 253-7760 www.germantownlibrarywi.org

Germantown Community Library (262) 253-7760 www.germantownlibrarywi.org

germantownlibrarywi.org



A vibrant, stylized illustration of various board games. In the foreground, a board game with a red and yellow path is visible, featuring a red piece and a blue piece. To the right, a chessboard with black and white squares is shown, with several chess pieces (pawns, knights, and a king) and two dice. In the bottom left corner, a green board game with a smiley face is partially visible. The background is a solid orange color.



Page 41 of 75

Germantown students place third in State Battle of the Books

GERMANTOWN — Kennedy Middle School announced that four students tied for third place in the Wisconsin Educational Media & Technology Association's (WEMTA) Wisconsin State Battle of the Books contest.

According to the release, Kennedy Middle School (KMS) had 22 teams compete in the school library's second annual Battle of the Books, with the winning team moving on to the state competition.

Teams were tasked with reading 20 books selected by WEMTA, in categories ranging from nonfiction to fantasy, and then competed against each other by answering questions about the books in two rounds of competition at the school.

Team Alana, which was made up of only Alana Steffen, won the KMS Battle of the Books.

"Alana Steffen read all 20 books and decisively won the BOTB single handedly with an impressive win," said the release.

However, because the state competition requires that teams be made up of three to four participants, Team Alana merged with second-place Fellowship of the Bibliophiles, comprised of Ivy Kearn, Nishtha Mehta and Chloe Reimer.

"The four girls competed in the Wisconsin state BOTB along with 146 other teams and tied for third place," said the release. "Congratulations Girls on being a finalist in KMS's first EVER statewide battle!"



Photo courtesy of Kennedy Middle School

From left: Wisconsin State Battle of the Books third-place winners Alana Steffen, Ivy Kearn, Nishtha Mehta and Chloe Reimer, representing Kennedy Middle School in Germantown.

Germantown library to kick off second season of Enchanted Library

GERMANTOWN — The Germantown Community Library, N112-W16957 Mequon Road, announced on Thursday that the second season for the Enchanted Library will be starting on May 13 with a birthday party for the Enchanted Library's mascot, Sherman the Dragon.

"The birthday party will be held at the library from 10 a.m.-12 p.m. and will include a variety of activities including a bouncy house, balloon making, photo booth with Sherman and craft projects," said the release. "All ages are welcome!"

According to the invitation for Sherman's birthday party, knight and princess attire is encouraged.

The Enchanted Library is a mobile library filled with books, movies and activities that the Germantown Community Library uses to bring its services to various community events throughout Washington County.

The Germantown Community Library also announced their slate Enchanted Library events for the summer.

"The Enchanted Library will once again have regular stops this sum-

mer in Germantown, Jackson and Richfield," said the release. "... We have added several new activities including two story times at the Germantown Historical Society and special Neighborhood Visits. Visitors to the Enchanted Library can apply for a library card, check out or return books and participate in themed crafts and activities."

The Enchanted Library will be holding their new Neighborhood Visits on five days throughout the summer.

On June 8, the Enchanted Library will visit Fieldstone Pass, in Germantown, from 10-11 a.m.; then Creek Terrace Court and Hidden Glen Lane, in Germantown, from 12-1 p.m.; and finish with Clover Hill Lane and Founders Lane, in Germantown, from 2-3 p.m.

On July 10, they will visit Elm Wood Drive and Quiet Creek Court, in Germantown, from 10-11 a.m.; and Sun Valley Trail and Ridgefield Court, in Germantown, from 12-1 p.m.



Photo courtesy of Germantown Community Library
Sherman the Dragon looks at books in the Enchanted Library.

See **LIBRARY**, PAGE 8A



Photo courtesy of Germantown Community Library

Sherman the Dragon with the Enchanted Library.

Library

From Page 1A

On July 31, they will visit Stoneridge Drive and Lone Oaks Drive, in Germantown, from 10-11 a.m.; Nigbor Drive and Concord Road, in Germantown, from 12-1 p.m.; and Santa Fe Drive and Cherokee Court, in Germantown, from 2-3 p.m.

On Aug. 10, the Enchanted Library will visit Heather Lynn Circle, in Jackson, from 10-11 a.m.; and then English Oaks Drive, in Jackson, from 12-1 p.m.

The last Neighborhood Visit day will be on Aug. 31, and the library will visit Maple Grove Drive and Maple Grove Court, in Richfield, from 10-11 a.m.; Fairway Court, in Germantown, from 12-1 p.m.; and Division Road and Driftwood Court, in Germantown, from 2-3 p.m.

For a full list of all library events, visit germantownlibrarywi.org.

Enchanted Library summer schedule

May

May 13 - Sherman's Birthday Party (10 a.m.-12 p.m.)
May 20 - Bethlehem Lutheran Blazer Dash (9-11 a.m., N108-W14290 Bel Aire Lane, Germantown)

June

June 23 - Germantown Area Chamber of Commerce (11:30 a.m.-12:30 p.m., W156-N11251 Pilgrim Road)
June 29 - Historical Society Story Time (10-11 a.m., N128-W18780 Holy Hill Road)
June 30 - Richfield Village Hall (11:30 a.m.-12:30 p.m., 412 Hubertus Road, Richfield)

July

July 4 - Independence Day Celebration (4-8 p.m.)
July 7 - Hickory Park (9:30-10:30 a.m., N165-W20290 Hickory Lane, Jackson)
July 14 - Kinderberg Park (11:30 a.m.-12:30 p.m., N106-W14937 Buckthorn Drive, Germantown)
July 21 - Richfield Village Hall (11:30 a.m.-12:30 p.m.)
July 27 - Taste of Germantown (5-9 p.m.)
July 28 - Hickory Park (9:30-10:30 a.m.)

August

Aug. 4 - Kinderberg Park (11:30 a.m.-12:30 p.m.)
Aug. 11 - Richfield Village Hall (11:30 a.m.-12:30 p.m.)
Aug. 25 - Hickory Park (9:30-10:30 a.m.)
Aug. 27 - Richfield Days Parade

THE MAGIC OF READING

Germantown Community Library kicks off second year of the Enchanted program

By Bradford Paulson
Special to the Daily News

GERMANTOWN — The Germantown Community Library kicked off the second year of the Enchanted Library program on Saturday. The program, which started last year, aims to encourage children to read by transforming the library into a magical world.

The library was transformed into a magical wonderland, complete with a castle and a dragon named Sherman. On Saturday, children were invited to participate in many different activities throughout the library, including a bouncy house, balloon making, photo booth with Sherman and craft projects.

The Enchanted Library program is designed to inspire children to read at different locations. The locations this year will once again be in the Germantown, Jackson and Richfield areas.

The mobile library will also be at a few community events including Taste of Germantown, NAC Night and the Richfield Days Parade. More events will be added as the summer goes on.

It's a fun and interactive way to encourage children to discover new books and authors. The program features a few new activities this year which will be two new storytimes at the Germantown Historical Society and a few added neighborhood visits, too.

"We're thrilled to be celebrating the second year of the Enchanted Library program," said Trisha Smith, the library director. "It's a wonderful way to engage children and inspire them to read. We hope that this program will continue to grow and inspire children for many years to come."

The Enchanted Library program is just one of the many programs offered by the Germantown Community Library.

The library offers a wide range of resources and services to the community, including books, audiobooks, DVDs and e-books. It also hosts a variety of events and programs throughout the year.

The Germantown Community Library is a vital part of the community, and the Enchanted Library program is just one of the many ways it's making a difference. It's a place where children can discover the magic of reading, and where families can come together to explore, learn and grow.

You can also apply for a library card through the Enchanted Library, check out or return books and participate in themed crafts and activities.

To see a full schedule of the events and to learn more about the program, visit <https://germantownlibrarywi.org/the-enchanted-library>



Bradford Paulson/Special to the Daily News

Emma Hans, of Hubertus, with Sherman the Library Dragon near the enchanted castle, during the kick-off celebration of the Enchanted Library's second year at the Germantown Community Library, on Saturday morning.



Balloon making was one of the favorite stops during the kick-off celebration of the Enchanted Library's second year at the Germantown Community Library, on Saturday morning.

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8037617

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WWW.TENNIESHARDWARE.COM

Germantown Community Library Enchanted Library begins second season on May 13

The Germantown Community Library is excited to announce that the Enchanted Library's second season will officially launch on May 13th with a birthday party for their mascot Sherman. The birthday party will be held at the library from 10 a.m.-noon and will include a variety of activities including a bouncy house, balloon making, photo booth with Sherman and craft projects. All ages are welcome.

The Enchanted Library will once again have regular stops this summer in Germantown, Jackson and Richfield. We will also appear at several community

events including Taste of Germantown, NAC Night and the Richfield Days Parade, just to name a few. We have added several new activities including two story times at the Germantown Historical Society and special Neighborhood Visits. Visitors to the Enchanted Library can apply for a library card, check out or return books and participate in themed crafts and activities.

To see the full schedule of events and to learn more, visit <https://germantownlibrary.org/the-enchanted-library/>

Eagle Scouts From Page 1

three new Eagle Scouts, Tyler Villeneuve, Aaron Reid, and Thomas Barney.

"All three joined Scouting through Pack 271 while in first grade at Country Line Elementary School, where they participated in many Cub Scout events and activities," stated information from the Eagle Scout program. "They continued their scouting journey together through elementary, middle, and high school. Many shared Boy Scout experiences, including merit badge clinics, weekend campouts, and summer camp weeks, strengthened bonds between them and with Scouts within our troop and members of area troops. Now as high school seniors, they have completed the jour-

ney to Eagle Scout, and each earned multiple Eagle Palms for completing merit badges beyond the 21 required for the Eagle Scout rank."

Villeneuve completed his Board of Review on Dec 17. For his Eagle Scout service project, Villeneuve assembled and installed a boardwalk in Glacier Hills County Park in Washington County.

Reid completed his Board of Review on Jan. 21. For his Eagle Scout service project, Reid installed a boardwalk in Homestead Hollow County Park in Washington County.

Barney completed his Board of Review on Feb. 18. For his Eagle Scout service project, Thomas assembled and placed benches at Glacier Hills County Park in Washington County.

Friday Fish Fry 11am - 6pm

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**KARL'S HAS RECEIVED
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Karl's Extra Lean - 3 Lb. Family Packs <i>Ground Chuck</i>	\$4.59	lb
Karl's Grade A <i>Whole Chickens</i>	\$1.99	lb
Karl's Famous National Champion <i>Beef Jerky</i> 5 FLAVORS	\$23.99	lb
Karl's Finest, Fresh <i>Bourbon Brats</i>	\$5.99	lb

NEW! 5 Liter Pony Keg
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Super Mario Gummies . **\$3.39**

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Supremely Creamy Brie . **\$7.99**

NEW! TWIX CARAMEL CENTRES
Chocolate Chip Cookies .. **\$5.49**

NEW! BONE SUCKIN' SAUCE
Seasoning & Rub **\$12.99**

The Enchanted Library returns

The Germantown Community Library kicked off the second season of the Enchanted Library with a birthday party at the library on May 13 for the Enchanted Library mascot, Sherman the Dragon. Children got the opportunity to meet Sherman and there was a bounce house and other children's activities at the morning event.

The Enchanted Library will once again have regular stops this summer in Germantown, Jackson and Richfield. It will also appear at several community events including Taste of Germantown, NAC Night and the Richfield Days Parade, just to name a few. The Enchanted Library has added several new activities including two story times at the Germantown Historical Society and special Neighborhood Visits. Visitors to the Enchanted Library can apply for a library



PHOTO BY THOMAS J. MCKILLEN

Germantown Community Library Director Trisha Smith meets with families during the Enchanted Library kickoff event on May 13



PHOTO BY THOMAS J. MCKILLEN

Cara Reimer is pictured with Sherman the Dragon during the May 13 kickoff event for the Enchanted Library second season, which was held at the Germantown Community Library on May 13.

card, check out or return books and participate in themed crafts and activities. To see the full schedule of events

and to learn more, visit <https://germantownlibrarywi.org/the-enchanted-library/>

Comedy on Tap

BY S.A. STRAND

The last Cabaret Night of the season at the Schauer Arts Center started with comedian Nate Armbruster. He provided light hearted clean jokes mostly at his own expense. His self-deprecating humor often focused on his job (stand-up comedian), his physique ("overweight Thor"), and his middle-class Midwest upbringing. He was also very good at poking fun at the audience without being mean or

Footlights
Reflections



boorish in any way.

He was followed by headliner Lee LA Lycan. Lee was an interesting mix of standup comedian and full-time local mortgage consultant. His routine poked fun at local communities including Brookfield, Burlington and West Allis and local institutions like Culvers and Kwik Trip. Towering over the audience at 6'5" his clean and creative routine kept the audience laughing for the duration of his set.

As the 2022-23 season comes to a close, we reminisce about the great shows we've seen and look forward to the next season. Looking for more? Don't miss the Outdoor Courtyard Series of live entertainment all summer long on Thursday nights, beginning on June 8th. There is no fee admission, but good will offerings are welcome. Located in the courtyard at the Schauer Arts Center on the west side of the building.

Contact the Schauer Arts Center at info@schauercenter.org to get the full schedule for the coming 2023/24 season.



Lee LA Lycan



Nate Armbruster

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CHURCH LISTINGS

GERMANTOWN

FAITH LUTHERAN CHURCH
W172 N11187 Division Rd., Germantown.
Pastor Thomas Kaul. (262) 251-8250.
www.faithgtown.com Times of worship:
Mondays 6:30pm, Sundays 9am.
Vacation Bible School
June 12th-15th 6:00pm-7:45pm

WEST BEND

ST. JOHN'S EV. LUTHERAN CHURCH
809 South 6th Avenue, West Bend
262-334-4901 • www.stjohnswestbend.org
Worship Wed. & Sat. 6pm;
Sun. 8am, 9:30am & 11am

MENOMONEE FALLS

LUTHERAN CHURCH OF THE PRINCE OF PEACE
Good Hope & Pilgrim Roads - Menomonee Falls. Rev. Thomas Engler. Worship times: Thursdays - 6:30pm. Sundays - 9am followed by Bible Study at 10:15am. 262-251-3360. Handicap accessible. lcpopf.co

ST. FRANCIS EPISCOPAL CHURCH
N84 W16525 Menomonee Avenue, Menomonee Falls.
stfrancisepisccopal@sbcglobal.net
www.stfrancismf.org 262-251-7420
Rev. Steve Capitelli
Worship Times: Sundays 9:30am, Wednesday Evening Prayer 6pm, Friday Morning Prayer 9:30am Facebook

HUBERTUS

CROWN OF LIFE LUTHERAN CHURCH & SCHOOL - WELS
Corner of Hubertus Rd. & Tally Ho Trail. Pastor Johnold Strey (262) 628-2550x210. School: K3-8th grade and Day Care 3 years+. Services: Thursdays 6:30pm; Sundays 8am & 10:30am; 9:15am Bible Study and Sunday School. www.crownoflifehubertus.com

SUSSEX

NEW HOPE A/G SUSSEX
Services held at the Sussex Civic Center, N64 W23760 Main Street, Sussex. Pastor Greg Welch (262) 528-2030. Sunday Adult Edu. 9-9:40am. Morning Worship 10:15-11:30am.

JACKSON

STILL WATERS CHURCH A METHODIST COMMUNITY
3617 Scenic Rd., Jackson 262-677-1311
www.stillwaterschurch.com
Contemporary Service Worship: Saturday Night 5:00pm. Sunday in person 9:00am & 10:30am or live stream at 9:00am. Also recorded and available on our website all week long.

ALL Staff Training Agenda
May 10, 2023 at 8:30 a.m. – 4:30 p.m.

- 8:15 - 8:30 Staff arrival – Photo Viewing & Voting
- 8:30 – 9:15 Director and Department Announcements and Team Picture
- A. Trisha
B. Circulation
C. Tech Services
D. Adult Services
E. Outreach
F. Youth Services
- 9:15 – 9:45 Department Break-out Sessions
- 9:45 – 12:00 CPR/First Aid – Germantown Fire Department
- Presenter: **Lieutenant Amy Boll***
- 12:00 - 12:30 Lunch Break – Panera Catering
- 12:30 - 1:00 Village of Germantown Update
- Presenter: **Village Administrator Steve Kreklow***
- 1:00 – 2:00 Handling Emergency Situations – Germantown Police Department
- Presenter: **Officer Justin Rechlicz***
- 2:00 – 2:30 Catalog Searching Tips and Tricks - **Connie**
- 2:30 – 3:30 Handling Difficult Customers - CVMIC
- Presenter: **Jean Cole***
- 3:30 – 3:45 Universal Class and Transparent Languages - **Lynn**
- 3:45-4:00 Photo Reveal - **Cara**
- 4:00-4:30 Wrap up

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: May 24, 2023

PLACEMENT: Presentation

ITEM TITLE: Director 2023 Performance Goals

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Comparisons with the Germantown Community Library 2023-2027 Strategic Plan have been added to the Library Director 2023 Performance Goals. A list of the Goals & Objectives is also attached.

ATTACHMENT:

1. 2023-05 VIII. A. Director 2023 Performance Goals (pt. 1 - Strategic Plan)
2. 2023-05 VIII. A. Director 2023 Performance Goals (pt. 2 - Compdependencies)
3. 2023-05 VIII. A. Director 2023 Performance Goals (pt. 3 - Objectives)

RECOMMENDATION:

None

ACTION BY Committee:

Germantown Community Library

2023-2027 Strategic Plan

Goal 1: Growing Services

Collection care and customer service are fundamental to the library's success. Cultivating the collection and providing excellent service will increase accessibility to and use of the Germantown Community Library.

Objectives

- A. Develop and maintain collection management policies and procedures for materials and resources, both physical and digital, which reflect the needs and interests of the community.
- B. Strengthen and maintain a positive patron experience through programming and services that are responsive and appealing to the community we serve.

Goal 2: Growing Spaces

Flexible, multi-purpose spaces and a presence in and around the community means Germantown Community Library meets people where they are, and appeals to a wide variety of audiences and their needs.

Objectives

- A. Develop pathways for expansion of the library's footprint
- B. Improve visitor and staff satisfaction within the physical library space

Goal #3: Growing Collaborations & Community

Through careful practices and meaningful community relationships and partnerships, the Germantown Community Library will bring people and groups together to learn, accomplish goals, and build connections.

Objectives

- A. Improve, document, and share internal processes and practices to identify, define, and evaluate relationships and partnerships.
- B. Expand and strengthen connections and partnerships among existing and new community networks, especially those that help members of the Germantown area and surrounding communities to learn, build relationships, and connect with each other.
- C. Expand outreach services of material and programming outside of the library building to residents in Germantown, Richfield and Jackson.

Goal #4: Growing Community Awareness

The library, the Germantown community, and the surrounding area have an abundance of events, opportunities, and resources to offer and the Germantown Community Library can improve awareness of these through thoughtful partnerships and impactful communications.

Objectives

- A. Increase patron and community awareness of the resources and services offered by the library and Monarch Library System.
- B. Develop and implement communication tools to connect with different government boards and officials throughout the Germantown area, non-librarians communities and Washington County.
- C. Create a marketing plan that incorporates local communication channels.

Goal #5: Growing Organizational Wellbeing

The state of the Germantown Community Library depends on the financial and wellbeing of the library and of the library's staff. Both will be prioritized through careful practices and meaningful action.

Objectives

- A. Create and cultivate new philanthropic partnerships, sponsorships, and pathways to ensure the financial health of the library.
- B. Expand organizational capacity to maintain and grow service areas.
- C. Develop internal infrastructure to document and train on library activities, processes, and practices.
- D. Continuously promote an internal culture that focuses on staff wellbeing.

2023 Employee Performance Evaluation					
Employee Name: Patricia A. Smith			Date:		
		2023-2027 Strategic Plan	Current Rating	Employee Comments	Library Board Comments
Competency 1: Organization Understanding	* Understands the organizational implications of programs, services, and procedures. * Demonstrates awareness of goals of other units including Monarch Library System, Washington County Library Services Board, Germantown Community Library Board, Village of Germantown Board and surrounding non-served communities, Village departments, school systems, and community groups and makes requests or decisions in support of this awareness. * Keeps objectives that are related to organizational priorities in mind when determining tasks for oneself and team members.	Goal 1.A&B Goal 2.A.&B. Goal 3.A.,B.&C. Goal 4.A.,B.&C. Goal 5.A,B.,C.&D.			
Competency 2: Planning & Organizing	* Effectively prioritizes own work such that she/he is prepared and able to meet work objectives. * Manages own time and others efficiently to meet goals and achieve maximum productivity. * Delegates specific tasks to team members. * Evaluates the team members ability to set-up, organize and keep track of responsibilities accurately and on a timely basis. * Provides high level value in helping groups plan and organize.	Goal 5.C.&D.			
Competency 3: Team Development	* Actively grows a group of people who have common/complimentary skills. * Regularly meets with staff individually and as a team to ensure commitment to fulfilling their common purpose.	Goal 5.C.&D.			
Competency 4: Customer Focus	* Discovers, understands and meets the needs of customers, both internal and external. * Builds positive customer relationships by giving patron needs priority. * Constructively deals with challenging customers by listening and moving toward a satisfactory resolution.	Goal 1.A.&B Goal 2.A.&B. Goal 3.A.,B.&C. Goal 4.A.,B.&C.			
Competency 5: Communication	* Clearly, accurately and effectively conveys information and ideas to library users. * Provides timely and accurate information to team members as appropriate. * Demonstrates effective written, oral and listening skills. * Maintains a positive attitude consistently despite difficult or challenging circumstances.	Goal 3.A.,B.&C. Goal 4.A.,B.&C.			

2023 Employee Performance Evaluation					
Employee Name: Patricia A. Smith			Date:		
		2023-2027 Strategic Plan	Current Rating	Employee Comments	Library Board Comments
Customer Objective	1. Facilitate implemntation of new system services through Vega including library catalog, event system and electornic newsletter. 2. Provide new services to increase library usage and keep up with public demand and current library trends including: A. Checkout Craft Kits B. Expanded Library of Things C. Graphic Novels D.Additional Youth Book + Audio Option E. Online Courses F. Language Database 3. Implement additional Reader's Advisory options in all collection areas including books lists and genre brochures. 4. Improve communication between library and residents in areas including branding, marketing and outreach with an emphasis on patrons in non-served areas of Washington County and patrons with limited access to the building. 5. Continue to investigate and evaluate options in facility usage in order to provide additional space services to patrons, staff work areas and staff storage space.	1. Goal 1.B. 2. Goal 1.A. 3. Goal 1. B. 4. Goal 4.A. 5. Goal 2.A.&B.			
Process Objective	1. Provide patrons with opportunities for literacy, growth, and life-long learning with an emphasis returning to a normal offering of in-person programs. 2. Facilitate additional outreach options. 3. Implement review of library polices & procedures. 4. Develope systems to manage time and balance daily tasks with long-term projects and emergency situations.	1. Goal 1.B. 2. Goal 3.C. 3. Goal 5.C. 4. Individual Goal			
Growth Objective	1. Attend Wisconsin Public Library Conference in May. 2. Attend Wisconsin Library Conference in October. 3. Participate in additional professional development opportunities through library-related organizations and the Village of Germantown.	1. Invidual Goal 2. Individual Goal 3. Goal 4.B. & Individual Goal			
Financial Objective	1. Increase opportunities for community involvement and sponsorship of programs. 2. Recieve grants and doantions for programming, special collections, and the Children's Patio Project. 3. Oversee implementation of new Village financial system. 4. Increase trends of overall circulation of print and digital material especially in relation to libraries in Washington County to meet County revenue requirements.	1. Goal 5.A. 2. Goal 5.A. 3. Goal 5.C. 4. Goal 5.A.			
		Average:			

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: May 24, 2023

PLACEMENT: Action Item

ITEM TITLE: Collection and Program Management Policy

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Library staff (primarily the Adult Services Manager & Youth Services Manager) have conducted a review of the current 'Collection Management Policy.' It has been renamed the 'Collection and Program Management Policy' to include library programs as well as library material.

The following documents are included in the document for easy reference but are not part of the policy that requires approval:

- Reconsideration Form
- ALA Bill of Rights
- ALA Freedom to Read Statement

ATTACHMENT:

1. 2023-05 VIII. B. Collection and Program Management Policy DRAFT

RECOMMENDATION:

Approve the revised 'Collection and Program Management Policy' as printed.

ACTION BY Committee:

GERMANTOWN COMMUNITY LIBRARY COLLECTION AND PROGRAM MANAGEMENT POLICY

PURPOSE

The Germantown Community Library (GCL) is a cornerstone of our community that provides services and resources that enrich lives, build connections, and grow the community. The GCL lives this mission by providing a welcoming environment, connecting people with information and resources they need to thrive, and offering opportunities for entertainment and leisure.

The Germantown Community Library selects materials and develops collections in a variety of formats to provide our patrons with a range of informational, recreational, and educational resources. The library will acquire materials reflecting the full diversity of points of view on topics of interest to the public. The collection is developed to meet the needs and interests of residents in the Germantown Community Library service area (Germantown, Richfield & Jackson) and as a resource for the Monarch Library System.

OBJECTIVE

The policy objective is to select, organize, preserve, and make freely available materials that help individuals and groups in the community to:

- Obtain needed information
- Pursue continuing education
- Develop and enhance occupational skills
- Develop creative capacities
- Become more engaged members of the community
- Learn about the cultural heritage of themselves and others
- Use leisure time creatively and enjoyably

MATERIAL SELECTION

To achieve these ends, the library provides materials and services to residents of all ages. It seeks to direct and stimulate life-long learning by offering a carefully selected collection of materials and professional guidance in their use.

Responsibility for the initial selection of library resources rests with the library's professional staff, based on the criteria cited in this policy. Designated staff are responsible for specific areas of the collection. The overall responsibility for selection rests with the Library Director operating within the framework of policies determined by the Germantown Community Library Board.

General Criteria

General criteria for selecting library materials are listed below. An item need not meet all the criteria in order to be acceptable.

- Public demand, interest or need
- Contemporary significance, popular interest or permanent value
- Attention of critics and reviewers
- Prominence, authority and/or competence of author, creator or publisher
- Timeliness of material
- Relation to existing collections
- Statement of challenging, original, or alternative point of view

- Authenticity of historical, regional or social setting

American Library Association (ALA) Criteria

In its selection of materials, the Germantown Community Library endorses the '**Library Bill of Rights**' and the '**Freedom to Read Statement**', as adopted by the American Library Association.

Operational Criteria

Selection of materials may be influenced by many factors, including but not limited to the following:

- Budgetary considerations
- Physical limitations of the library building
- Suitability of the format and construction
- Availability of specialized materials in other local libraries
- Availability of material through interlibrary loan
- Need for added materials in particular subject areas
- Accessibility for multiple users of electronic formats
- Special needs of library patrons for materials in accessible formats

Gifts of Materials

The library welcomes gifts of materials, with the understanding that they will be evaluated using the same criteria as those applied to purchased materials. The library reserves the right to dispose of any gifts as it sees fit.

Addition of New Collections

Plans and procedures for the development of specific collections may be written by library staff as needed. These plans may outline selection and acquisition procedures, reviewing tools, and maintenance of the specific collection. All such plans shall be in compliance with and responsive to the philosophy of this policy. Some materials may be placed in collections according to age appropriateness.

COLLECTION MAINTENANCE

Professional library staff regularly review items in the collection to ensure that they continue to meet patrons' needs. Materials that are worn, obsolete, unused, old editions or unnecessarily duplicated are removed. It is the responsibility of professional staff to assess the need for replacing materials that are damaged, destroyed or lost. Items are not automatically replaced. Decisions are based on need, demand and budget.

MATERIAL, PROGRAM, AND EXHIBIT CHALLENGES

The library will not promote specific beliefs or views, but will provide suitable material to enable the public to make informed decisions. The Library allows patrons to make their own choice as to what they will use based on individual interests or concerns. The Germantown Community Library supports the right of each family to decide which items are appropriate for use by their members. Responsibility for children's use of library materials lies with their parent or guardian.

In its selection of materials, the Germantown Community Library endorses the Library Bill of Rights, the Freedom to Read Statement and the Equity, Diversity Inclusion Interpretation of the Library Bill of Rights

adopted by the American Library Association. The United States Constitution requires a procedure designed to focus searchingly on challenged expression before it can be suppressed. Therefore, any request, be it legal or extralegal, to regulate or suppress materials in libraries must be closely scrutinized to the end that protected expression is not diminished.

Content under reconsideration will remain accessible in the Library until a decision has been made.

To request that material, programs or exhibits be considered for exclusion or removed from the library, a patron must do the following:

1. Be a resident of the Village of Germantown OR a non-librariated area of Washington County. Residents' taxes from these areas pay for the materials held by the library; therefore, only residents of these areas may request that material, programs or exhibits be reconsidered.
2. Hold a current Germantown Community Library card or library card from another library in the Monarch Library System.
3. Have either read the material, or seen/heard the program or art exhibit, in its entirety.
4. Have reviewed the Germantown Community Library Collection Policy and the Library Bill of Rights.
5. Complete the Germantown Community Library 'Request for Reconsideration of Library Materials, Programs or Exhibits' form. Only completed forms will be reviewed by the library. The library does not respond to anonymous phone calls, rumors, or voiced concerns.
6. Individual titles will only be reviewed once every five years, unless substantial content changes have been made.

PROCESS FOR MATERIAL, PROGRAM, AND EXHIBIT CHALLENGES

1. Completed 'Request for Reconsideration of Library Materials, Program or Exhibits' form will be considered by the collection managers. Their recommendation will be sent to the Library Director or designee. The Library Director or designee will notify the patron of the decision.
2. If requested by the patron, the Library Director or designee will forward the challenge to a Review Committee consisting of two members of the Library Board, two community experts, and one staff person as appointed by the Library Director or designee. At the completion of the review, the Library Director, or designee will notify the patron of the committee's decision.
3. If the patron is not satisfied with the response, the patron may submit an appeal to the full Library Board for review. The Library Board will make the final decision regarding the request based on this committee's recommendation. The Library Director or designee will inform the patron of the decision.

No duly selected materials, programs, or exhibits whose appropriateness is challenged shall be removed from the library except upon the recommendation of the review committee, with the concurrence of the Library Director or designee, or upon formal action of the Board when a recommendation of the review committee is appealed to it.

ADOPTED: 3/3/82

REVISED AND ADOPTED: 8/87; 3/89; 4/92; 1/93; 1/94; 2/98; 5/02; 5/06; 5/09; 5/24/23

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS, PROGRAMS OR EXHIBITS FORM

Germantown Community Library

(One item per request form)

Date: _____

PATRON INFORMATION (required for consideration)

Please Note: You must be a resident of the Village of Germantown OR a non-librariated area of Washington County and have a current library card at the Germantown Community Library or a library in the Monarch Library System.

Name: _____
(Please print)

Address: _____

City: _____ Zip: _____

Phone: _____ Email: _____

Library Barcode: _____

Do you represent: Self: _____ or Name of Organization: _____

Have you read the Germantown Community Library Collection, Program, and Exhibit Policy? __Yes __No

Have you read the ALA Library Bill of Rights & Freedom to Read Statement? __Yes __No

Which area are you requesting reconsideration of? __ Library Material __ Program __ Exhibit

MATERIAL INFORMATION (only fill out if requesting reconsideration of library material) (use additional pages if needed)

(Digital/eMaterials are handled at WPLC <https://wplc.info/reconsideration>)

Type of material: _____ (e.g. book, movie, audiobook, music, magazine)

Title: _____

Author: _____

Publisher/Year of publication: _____

What portion of the material have you reviewed? _____

What portion of the material are you concerned with? (Please be specific, cite pages, selections etc.)

GENERAL INFORMATION (fill out for all types of reconsideration requests) (use additional pages if needed)

What concerns you?

Continued on next page

4. What action are you requesting?

Patron Signature: _____

REVIEW INFORMATION

Collection Manager Decision: _____

Date: _____ Signature: _____

Library Director Decision: _____

Date: _____ Signature: _____

Review Committee Decision: _____

Date: _____ Signature: _____

Library Board Decision: _____

Date: _____ Signature: _____

Response Sent to Patron: Date: _____ Name: _____

American Library Association

Library Bill of Rights

<https://www.ala.org/advocacy/intfreedom/librarybill>

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as [Interpretations of the Library Bill of Rights](#).

American Library Association Freedom to Read Statement

<https://www.ala.org/advocacy/intfreedom/freedomreadstatement>

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

[American Library Association](#)
[Association of American Publishers](#)

Subsequently endorsed by:

[American Booksellers for Free Expression](#)
[The Association of American University Presses](#)
[The Children's Book Council](#)
[Freedom to Read Foundation](#)
[National Association of College Stores](#)
[National Coalition Against Censorship](#)
[National Council of Teachers of English](#)
The Thomas Jefferson Center for the Protection of Free Expression

DRAFT

BUSINESS OF THE LIBRARY BOARD

MEETING DATE: May 24, 2023

PLACEMENT: Action Item

ITEM TITLE: Village of Germantown 2023 Pay Rate Chart

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

The 2023 Village Employee Pay Rate Chart was submitted by Erin Hirn, Support Services Manager, at the General Government & Finance Committee meeting on Monday, May 15, 2023. Attached information was included in the board packet.

It will be brought to the Village Board meeting for discussion and approval on Monday, June 5, 2023.

The following 5 library positions are included in this chart:

- Circulation Manager
- Adult Services Librarian
- Youth Services Librarian
- Assistant Library Director
- Library Director

Some of these employees are not meeting the minimum and all 5 staff are not close to the mid-point. Years worked for each staff member is between 5 and 6 years.

All other full-time & part-time positions are not included in this chart.

Approving the '2023 Village Employee Pay Rate Chart' is the starting point in continuing to evaluate and make adjustments to library staff wages.

ATTACHMENT:

1. 2023-05 IX. A. Village of Germantown 2023 Pay Rate Chart (pt. 1 - Village GGF Item)

RECOMMENDATION:

Approve the '2023 Village Employee Pay Rate Chart'.

ACTION BY Committee:

BUSINESS OF THE GENERAL GOVERNMENT & FINANCE COMMITTEE

MEETING DATE: May 15, 2023

PLACEMENT: Action Item

ITEM TITLE: 2023 Village Employee Payrate Chart

SUBMITTED BY: Erin Hirn, Support Services Manager

SUMMARY EXPLANATION:

On an annual basis, the village since 2013 has increased the payrate chart minimally to make sure that the wages were in line with the cost of living adjustments. Since 2014, this increase has been a steady 1.5%. In lieu of economic pressure as well as competition in the job market the request for the 2023 increase is 3.5% in order to stay within the public sector average. When looking at the attached document put together by Carlson & Dettmann Consulting agency regarding salary planning in early 2022, it suggests that the range increases between 2-4 percent. For clarification purposes, this suggestion is for the payscale and not the current employee wages. There have been some modifications which are shown on the redlined version and take into consideration that the department reorganization is approved at tonight's board meeting. Please note we have also included steps within this chart for obtaining certifications in specific fields to promote further employee development as well as the library positions to give a full understanding of our organizational structure.

ATTACHMENT:

1. 2023 (Early) Salary Planning
2. 2023 Pay Rate Chart-Redlined
3. 2023 Pay Rate Chart-Clean

RECOMMENDATION:

The recommendation is to approve the 2023 Village Employee Payrate Chart.

ACTION BY Committee:

CARLSON DETTMANN CONSULTING

A Cottingham & Butler Company

April 12, 2022

MEMORANDUM

FR: Patrick Glynn, Director of Total Rewards Consulting

RE: 2022-23 Salary Planning – Best Early Estimates

While we are still in the early stages of planning for 2023 salary increases, the reality is that many of our clients are required to make salary planning recommendations well in advance of most—if not all—2023 salary planning surveys/forecasts. Further, the more conservative approach taken by many organizations during the height of the pandemic (2020-2021) has given way to a frenetic labor market, resulting in wage competition not seen in recent memory.

Because we are still early in the 2022-23 planning cycle, it is important to read the “economic tea leaves” through the lens of multiple sources. Therefore, a good portion of this memo is dedicated to a brief review of the data and news releases that are likely to factor into the salary planning discussions for many organizations.

Overview/Summary/Recommendations

- The ongoing labor market and/or economic pressures continue to place organizations in a tough position. Much is made about the cost of labor, or cost of living, but the reality is that employers are faced with the rising costs of everything. Employers continue to face challenges balancing the increased costs of doing business (e.g. goods, services, materials, overhead, etc.) along with the demand to increase labor costs (e.g. salary and benefits). Further, and unsurprisingly, it is clear that many private sector employers are shifting their wages much more quickly (and dramatically) than their public sector counterparts.
- As existing employees demand higher salaries to remain with an organization, and new hire rates of pay are increasing sharply, organizations need to be mindful of unwanted salary compression. Further, as demand for pay transparency grows, organizations must be more sensitive to the imbalances caused/exacerbated as a result of these ever-changing labor dynamics.
- Those organizations with formal salary systems would be well-advised to ensure that they are functioning as designed. For example organizations with a pay-for-performance system, should be clearly differentiating top performers from average performers, as well as funding the “merit pool” at a competitive level. Those organizations with a more traditional step-based system, should be cognizant of the need to adjust both the structure itself (external competitiveness) as well as individual employee step movement (internal competitiveness).
- Our early recommendation for a 2023 structural increase, would be to plan for a range of 3.0% to 4.0%. This would be competitive while still being a measured approach to a rapidly evolving economy and chaotic labor market. However, this will likely need to be a starting point rather than an end.
 - Please note that: [1] organizations may still find it necessary to revise overall compensation strategies later in the year should the labor shortages, high-competition, and inflation persist; and [2] there may be a need to make larger adjustments to specific classifications in response to these fluid market conditions.
- As it relates to the merit/other increase budget, presuming that merit increases are a part of the existing structure, we would recommend a range of an additional 1.0% to 3.0%. Now, more than ever, organizations may want to consider rewarding (with intent to retain) the performance of its high-performing/high-potential

employees. Anecdotally, there have been several high-profile news reports of larger companies providing larger and more frequent bonuses than in the past. This is not to suggest that every organization must do this, but rather to illustrate the highly-competitive approaches being taken by some companies.

- Organizations with step-based plans should budget for their expected step movement (often 1-3%), but may also wish to reserve additional funds to address salary matters relating to recruitment and retention of talent.
- Organizations may also want to explore the possibility of smaller, but more frequent, increases in pay. Doing so may provide some advantages: mitigates the full annual impact of the raises than if they were all applied at the beginning of the year; psychologically keeps compensation front-and-center in employees' minds as opposed to a once-a-year occurrence; potentially separates the merit/step increase process from the competitive cost-of-living or pay equity adjustments; and allows organizations to adapt and respond to evolving market conditions.

Review of the Data/Literature

In addition to the increased competitiveness in the marketplace, we are also experiencing a level of inflation not seen since the 1980's. Both of these factors contribute to increased salaries, employer benefits costs, and the overall cost of labor.

- **Carlson Dettmann Consulting:** Our team conducts an annual "Upper Midwest Salary Planning Survey", which serves as a key planning resource for many of our clients. The 2021-2022 results indicated that organizations—on average—were planning for structural increases ranging from 2.2% to 2.8%. However, nearly 40% of respondents chose not to provide a projected structural increase for 2022, largely attributable to the economic uncertainty that clouded last year's decision-making processes. This, combined with the knowledge that 69% of private sector employers (37% public sector) reported an increase in wages in response to market pressures, led us to re-sample the market relating to 2022 salary increases. This most recent iteration of the survey closed on April 4, 2022, and included 313 responses. This updated data tells a different story from the summer-2021 survey:

Description (Non-Exempt Non-Union)	2022 (09/2021 Report)	2022 (04/2022 Report)	Differences
Public Sector (Structural Adjustment)	2.19% [2.37%] *	2.70% [2.95%]	+0.51% [+0.58%]
Public Sector (Salary Budget Adjustment)	2.53% [2.78%]	3.41% [3.46%]	+0.88% [+0.68%]
Private Sector (Structural Adjustment)	2.77% [3.01%]	3.46% [3.71%]	+0.69% [+0.70%]
Private Sector (Salary Budget Adjustment)	3.19% [3.34%]	4.02% [4.10%]	+0.83% [+0.76%]

* Values in [Brackets] indicate responses with zero-values omitted.

- **WorldatWork:** "WorldatWork is the leading global nonprofit, 501(c)(3) organization for professionals who are engaged in the critically important practice of Total Rewards." The organization, among other things, conducts an annual Salary Budget Survey. Much like our own firm's prior survey results, WorldatWork conducted a supplemental survey—"Salary Budget Quick Poll"—to confirm whether organizations were increasing their previously planned salary budgets to address the competitive labor market and inflation.¹
 - "WorldatWork's [original] "2021-2022 Salary Budget Survey," which was released in August, reported 3.3% average and 3.0% median for 2022 planned salary budget increases."
 - "The poll, [...] reported an average salary budget increase of 4% average and 5% median. Still, that's about 1 percentage point shy of increases (5% average and 6% median) they say is necessary to maintain/attract needed talent."

¹ WorldatWork, Workspan Daily, Previously Planned Salary Budgets Receiving a Bump for 2022, January 7, 2022, <https://worldatwork.org/workspan/articles/previously-planned-salary-budgets-receiving-a-bump-for-2022>

- *“More than half of respondents have increased their 2022 salary budgets in the past six months — 5% by more than 2X and 49% by up to 2X. Almost all report difficulty in attracting/retaining talent with 23% reporting it “very difficult” and 71% “somewhat difficult.””*
- Further, a recent WorldatWork article states: *“Rising pay is one of the primary causes of inflation. If the cost of labor is now increased, mainly as a result of employee movement and a talent shortage, then price points for a product will naturally increase so cost margins remain the same. This, combined with supply chain issues and shortages of raw materials have combined to create the current state of inflation.”*²
- **Bureau of Labor Statistics CPI:** While there is not automatic link between employee pay and the CPI (CPI-U or CPI-W), many organizations’ salary planning discussions are strongly influenced by the movement in these indices. The Bureau of Labor Statistics, in The Economics Daily, stated:
 - *“The all items index continued to accelerate, rising 8.5 percent for the 12 months ending March, the largest 12-month increase since the period ending December 1981. The all items less food and energy index rose 6.5 percent, the largest 12-month change since the period ending August 1982..”*³
 - *“Real average hourly earnings—that is, earnings that have been adjusted for changes in consumer prices—decreased 2.6 percent from February 2021 to February 2022.”*⁴
- **The Conference Board:** The Conference Board is a non-profit business membership and research group organization, and is heavily involved in economic and business management research. Their April 4, 2022 Employment Trends Index includes the following foreshadowing of the 2022 labor market:⁵
 - *“Recruitment and retention difficulties remain high, and the unemployment rate is expected to approach 3 percent by the end of the year, indicating severe labor shortages throughout 2022. The labor force participation rate is expected to grow slightly with rising wages potentially luring more workers to the job market, driven by ongoing labor shortages. During this tight labor market, job switchers are especially likely to reap the benefits of wage gains.”*
- **PayScale:** An industry leader for compensation software, data, and research, PayScale publishes an annual Compensation Best Practices Report. The 2022 edition contains (among other things) the following insights:⁶
 - *“Going into 2022, significantly more organizations (92 percent) are looking to give pay increases than in 2021 (85 percent), which was “back to normal” after 2020 when only 64 percent of organizations gave base pay increases.”*
 - *“We compared pay increase trends from our Compensation Best Practices Reports going back to 2016 and found that 44 percent of organizations are planning to give pay increases over three percent in 2022 — that’s 13 percent higher than the average that gave over 3 percent in the last six years.”*
 - *“Mid-year in 2021, research from PayScale on budget planning for pay increases revealed that going into 2022, businesses projected to expand salary increases to an average of 3.3 percent. In 2021, organizations gave base pay increases of 3 percent on average, a small jump from the average increase of 2.6 percent in 2020 (when budgets were deflated) and a return to the trend since the last recession.*
By the end of the year, organizations were already increasing their estimates for planned pay increases in 2022. In our survey, which is fielded between November and January, 29 percent of organizations said they have adjusted their 2022 pay increase budget beyond what they previously planned.”
 - *“Concern about rising inflation eroding the value of pay increases partially explains the significant bump in the average planned pay increase for 2022, though raises may not be high enough. The Bureau of*

² WorldatWork, Workspan Daily, Cost of Labor, Not Living, Driving Wage Increases, April 1, 2022, <https://worldatwork.org/workspan/articles/cost-of-labor-not-living-driving-wage-increases>

³ Bureau of Labor Statistics, U.S. Department of Labor, News Release: Consumer Price Index -- March 2022 at <https://www.bls.gov/news.release/pdf/cpi.pdf>

⁴ Bureau of Labor Statistics, U.S. Department of Labor, The Economics Daily, Real average hourly earnings decreased 2.6 percent from February 2021 to February 2022 at <https://www.bls.gov/opub/ted/2022/real-average-hourly-earnings-decreased-2-6-percent-from-february-2021-to-february-2022.htm>

⁵ <https://www.conference-board.org/data/eti.cfm>

⁶ Payscale, “2022 Compensation Best Practices Report: Refocusing Compensation’s Role in the Great Reevaluation” (January 2022) <https://www.payscale.com/research-and-insights/cbpr/>

Labor Statistics (BLS) reported that inflation rose 7 percent year over year in December 2021. Inflation is tied to supply chain shortages impacted by the pandemic and might be temporary, but this is also the largest 12-month increase in consumer prices since the period ending June 1982 — a 40 year high.

This means that workers need more money simply to maintain their lives. When we asked, 85 percent of organizations expressed concern that inflation would erode the value of pay increases.

- *“Lack of sufficient pay increases has been suggested as one of the reasons why organizations are struggling to attract and retain talent in the current economic climate. When we asked, 44 percent of organizations confessed that pay is a leading reason for why they are losing talent and another 14 percent were unsure.”*
- **ADP Research Institute:** *“The mission of the ADP Research Institute is to generate data-driven discoveries about the world of work and derive reliable economic indicators from these insights.”* The Q4 2021 ADP “Workforce Vitality Report” states the following: ⁷
 - *“[...] In December, wages were 4.4% higher than a year ago, bringing the fourth quarter average to 4.3%, up from a 3.2% average in the third quarter. Individual-level wage growth measures provide a more precise view of how the pandemic and a tight labor market are impacting wages. Job holder wage growth surged to 5.9% in December, an all-time high. Wage growth among job switchers has been the biggest beneficiary of current labor market conditions as firms are struggling to find available workers.*
 - *Job switcher wage growth averaged 7.5% in the fourth quarter, up from 4.7% at the beginning of 2021. [...]”*

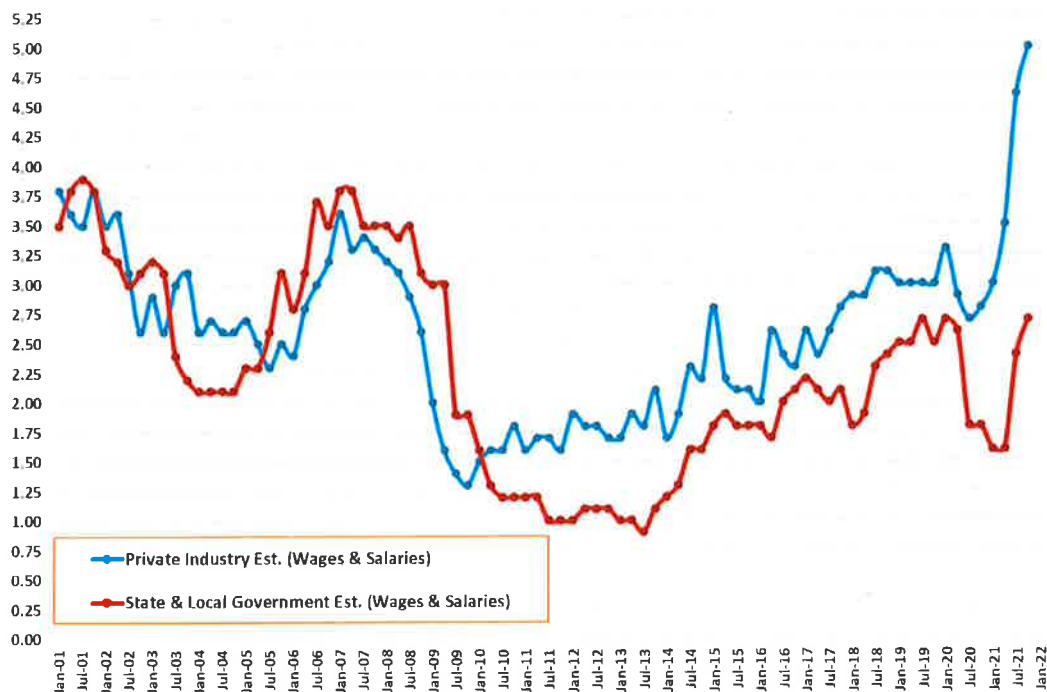
The charts on the following two pages are meant to illustrate some of the key indicators employers and economists use to track wage and price growth: Employment Cost Index, Consumer Price Index, Atlanta Fed's Wage Growth Tracker, and Real Earnings Summary.

While there is not a single magical number for employers to use with complete confidence to plan their salary expenditures, the data contained herein should serve as a useful guide for organizations to use—and reflect upon—in their early planning for 2023 salary increases (and 2022 midyear adjustments).

⁷ <https://workforcereport.adp.com/>

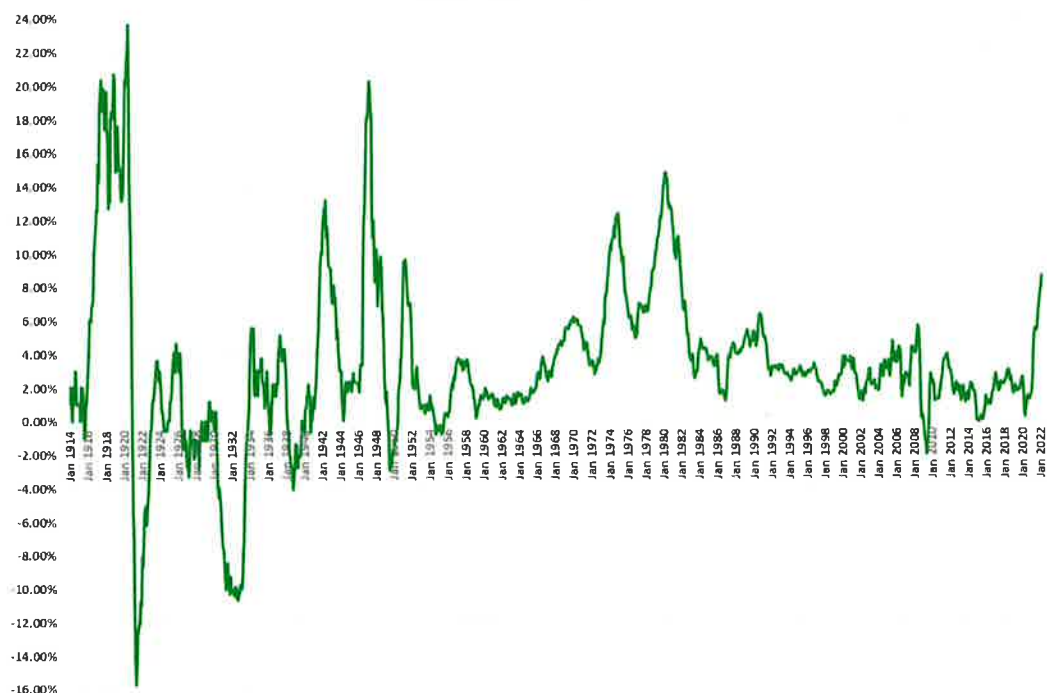
The **Employment Cost Index** is a BLS survey of employer payrolls conducted that measures the change in total employee compensation each quarter. It is used by a wide variety of stakeholders—economists, investors, employers—to track the state of the economy or set paycales for their employees. [Investopedia.com]

Employment Cost Index: National Data (2001 to present)
12-Month Percent Change (Reported Quarterly)

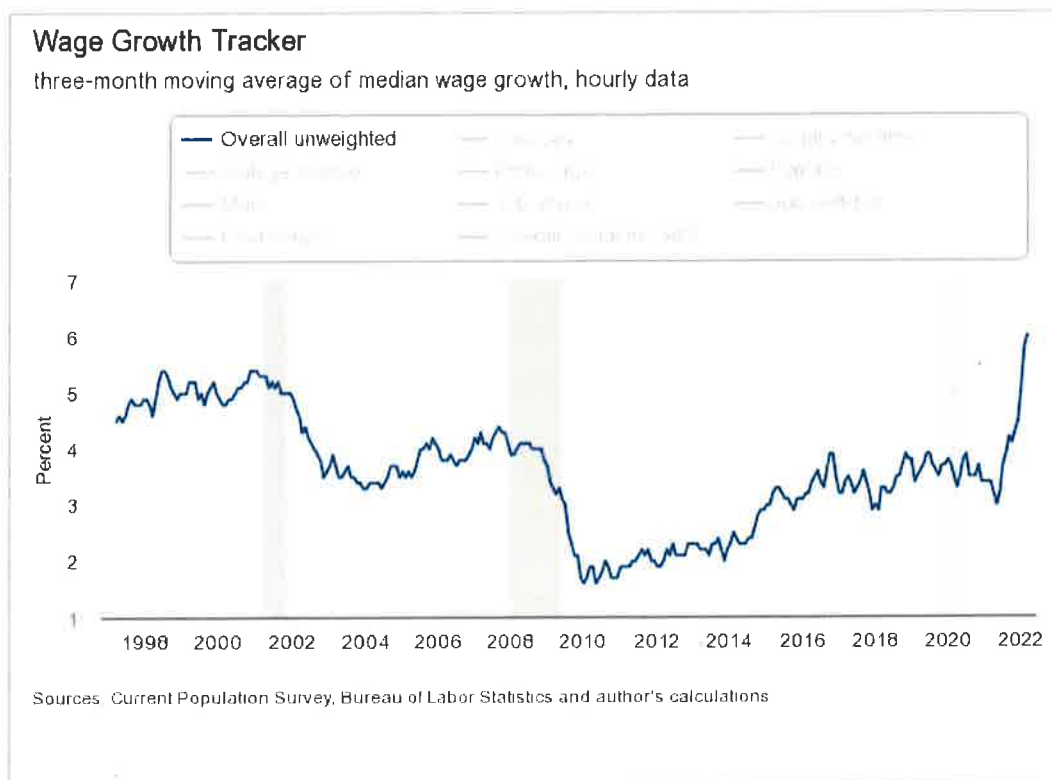


The **Consumer Price Index For All Urban Consumers (CPI-U)** measures the changes in the price of a basket of goods and services purchased by urban consumers. The urban consumer population is deemed by many as a better representative measure of the general public because most of the U.S. population—approximately 93% according to the U.S. Bureau of Labor Statistics—lives in highly populated areas. [Investopedia.com]

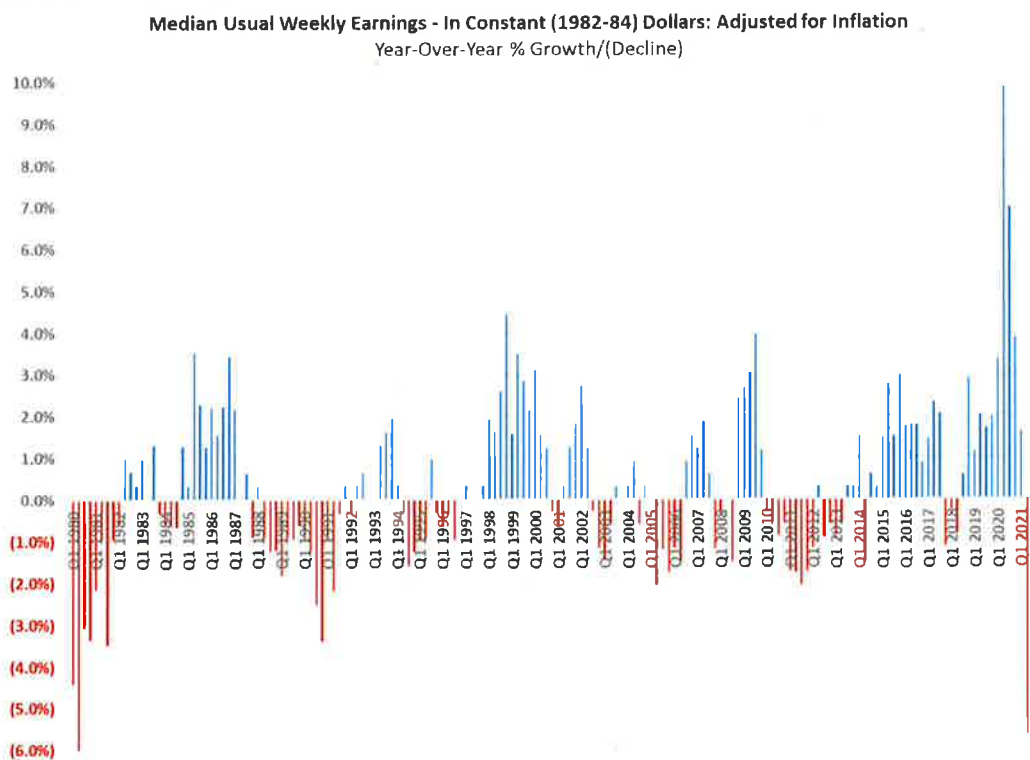
CPI-U: US City Average (1913-Present)
(Not Seasonally Adjusted)



The **Atlanta Fed's Wage Growth Tracker** is a measure of the nominal wage growth of individuals. It is constructed using microdata from the Current Population Survey (CPS), and is the median percent change in the hourly wage of individuals observed 12 months apart. [Atlanta Fed]



Real income is how much money an individual or entity makes after accounting for inflation and is sometimes called real wage when referring to an individual's income. Individuals often closely track their nominal vs. real income to have the best understanding of their purchasing power. [Investopedia.com]



Village of Germantown 2023 Pay Rate Chart

	Position	Minimum	Midpoint	Max
1	Administrative Assistant-Recreation Communication Coordinator Police Department Clerk Administrative Assistant to the Fire Chief Senior Coordinator Administrative Assistant-Public Works Utility Accounts Clerk Administrative Assistant-Police <u>Police Records Clerk</u>	\$33,942	\$44,625	\$53,666
2	Deputy Clerk / Deputy Treasurer Planning Assistant <u>Accounting Clerk</u> Accountant <u>Engineering Technician</u> <u>Communications Officer</u>	\$45,869	\$54,547	\$62,387
3	Recreation Supervisor Budget Manager Senior Deputy Treasurer <u>Accountant</u>	\$53,324	\$63,413	\$76,259
4	Civil Engineer Associate Planner / Zoning Administrator Foreman <u>Village Clerk</u> <u>Accountant + (CPA, CPFO, or CGFM)</u>	\$65,181	\$77,513	\$88,653
5	Sergeant Battalion Chief Superintendent Support Services Manager <u>Village Clerk + CMC</u> <u>Director of Finance</u>	\$75,774	\$90,110	\$103,061
6	Police Lieutenant Village Clerk-Treasurer Director of Park & Recreation Village Engineer <u>Director of Finance (CPFO, CPA, or CGFM)</u> <u>Community Development Director</u>	\$83,777	\$99,626	\$108,366

	Police Captain			
7	Fire Chief	\$97,392	\$110,147	\$119,810
	Director of Public Works			
	<u>Community Development Director</u>			
8	Police Chief	\$107,677	\$121,779	\$136,620
0	Village Administrator	Per Contract		

Village of Germantown 2023 Pay Rate Chart

	Position	Minimum	Midpoint	Max
1	Administrative Assistant-Recreation Communication Coordinator Police Department Clerk Administrative Assistant to the Fire Chief Senior Coordinator Administrative Assistant-Public Works Utility Accounts Clerk Administrative Assistant-Police Police Records Clerk Circulation Manager*	\$33,942	\$44,625	\$53,666
2	Communications Officer Deputy Clerk Planning Assistant Accounting Clerk Engineering Technician Adult Service Librarian* Youth Services Librarian*	\$45,869	\$54,547	\$62,387
3	Recreation Supervisor Accountant Senior Deputy Treasurer Assistant Library Director*	\$53,324	\$63,413	\$76,259
4	Civil Engineer Associate Planner / Zoning Administrator Foreman Village Clerk Accountant (CPA, CPFO, or CGFM)	\$65,181	\$77,513	\$88,653
5	Sergeant Battalion Chief Superintendent Support Services Manager Village Clerk + CMC Director of Finance Library Director*	\$75,774	\$90,110	\$103,061
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8	Police Chief	\$107,677	\$121,779	\$136,620
0	Village Administrator	Per Contract		

PROPOSAL 5/15/2023